



Northwest Notes Newsletter

FY 2012, Quarter I

January 20, 2012

The Director's Corner

We already are in HUD's second quarter of 2012. We recognize that 2012 may be a challenging year for PHAs. Field Offices will be particularly reviewing HCV lease up data for potential shortfall situations, as well as monitoring PH occupancy and vacancy rates. Some of you may be contacted by field staff to gather more current data and discuss options that might be available to curtail any potential negative situation. We want to thank you up front for your cooperation in working to resolve any concerns.

We anticipate our FY2012 NOFAs to be coming earlier this year. We want to remind you all that HUD published the FY 2012 NOFA Policy Requirements and General Section on September 19, 2011. Updates on FY 2012 NOFAs can be found [online](#).

Our goal is to ensure your PHA is in a position to make fully informed choices with regard to these primary areas that enhance, strengthen and sustain our communities. On behalf of Office of Public Housing team members in the Seattle, Portland & Anchorage offices, we hope this newsletter is helpful to you. Let us know if there are items you would like to see in future newsletters.



Harlan Stewart, Director
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Recovery Act in Action

Armed with more than \$9.9 million in stimulus money from the American Reinvestment and Recovery Act (ARRA), the Bellingham Whatcom County Housing Authority has undergone dramatic renovations to their 396 units of public housing in their 3 high-rise buildings. These renovations have helped their aging buildings become greener and more efficient.

The renovations included building the largest green roof in Bellingham and the largest solar installation in Whatcom County. Exterior improvements were undergone to improve building envelopes, replace obsolete mechanical and electrical systems, add water savings systems, and other interior renovations.

The goal of these renovations is to make their public housing units more energy and water efficient, which will ultimately save the agency money in operating expenses. These changes will also help BHA use less fossil fuels, improve indoor air quality, and will reduce carbon dioxide and other greenhouse gas emissions. The expansive green roof at Lincoln Square, totaling 6200 square feet, will work to purify and reduce run-

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Solar array on the roof of Lincoln Square

Recovery Act in Action

off, purify the air, insulate buildings, and reduce noise.

To truly promote and document the savings resulting from these renovations, BHA has partnered with the Whatcom County Community Energy Challenge to track gas emissions, waste reduction and energy use before and after the renovations. Other partners in these projects include Dawson Construction, RMC Architects, 360 Analytics, and Sustainable Connections. ■



Completed green roof at Lincoln Square

New Green Operations and Maintenance Manual Available

There's a new resource available to PHAs exploring how to “go green” in business and maintenance operations: *The Green Building Operations & Maintenance Manual: A Guide to Public Housing Authorities*.

Developed through public/private partnerships, the free manual provides PHAs with information for more sustainable operating facilities, and offers a comprehensive resource for reducing energy, water, and toxic chemicals. Green Seal, a green-focused non-profit group, and Siemens, a private technology company, collaborated to develop the user-friendly manual and customize it for three climate regions within the United States.

PHAs now have access to a peer-developed resource providing practical guidance important for the long term sustainability of their housing developments. The manual covers a broad range of facility maintenance and management best practices, including HVAC systems, plumbing fixtures, lighting, landscaping, and recycling. It also offers information on ways for building owners and operators to with engage residents on community sustainability. To download a free copy of the manual, visit:

<http://www.greeningpublichousing.com/> ■

HUD Partners with Great Schools to Provide Valuable Resources to Participants



HUD has partnered with Great Schools, a national non-profit educational resource for parents, to provide their free web-based tool, www.GreatSchools.org, to parents who live in public housing or who receive Housing Choice Voucher (HCV) rental assistance. This user-friendly website offers a database of more than 200,000 PreK-12 public, charter, magnet, and private schools, and includes information on how parents can choose the best schools for their children. It also features about 2,000 articles that provide information on how parents can help their children be successful in school with free materials such as subject-based worksheets, parent-teacher conference information, homework help tip, college preparation support, and answers to parenting questions.

To find a school, users simply type in a city, zip code, or mailing address and their child's grade level. From there, a listing of local schools will appear with a GreatSchools Rating, including school performance information, school description, and parents' comments, and other relevant information, such as school address and contact information. School data on the website comes from a variety of sources, such as the National Center for Education Statistics.

Great Schools (Continued)

By providing parents access to school-related information HUD hopes to: **(1)** enable parents to make informed educational choices for their children **(2)** empower parents to become further involved in their children’s education and **(3)** increase the number of HUD-assisted households with school-age children who have access to schools performing at or above the local average.

HUD is seeking PHAs assistance in supporting this partnership by making the resources found on the GreatSchools website easily accessible to HUD-assisted parents, particularly HCV recipients. Information on the website can be useful to all families at any time, but this information can be especially useful when families are looking to move with a voucher. School differences vary by school district and can also vary by neighborhood, and Great Schools can help families choose a neighborhood or a better performing school in the neighborhood where they currently live. Providing this information when families first obtain a voucher or during their annual recertification will give parents and guardians timely access to details about schools, test scores and extracurricular activities where they live or choose to live.

PHAs are encouraged to provide printouts of the local school listings found on the website to all residents with a voucher. You can do this by taking the simple, easy step of visiting <http://www.greatschools.org/find-schools/>, typing in a city, zip code, or mailing address, then printing copies of the resulting list of schools to distribute to residents. Information can also be shared in resident newsletters, at resident meetings, at Neighborhood Networks Center or other computer labs, community centers, or through your local service providers.


For more information on the HUD-GreatSchools partnership, visit http://portal.hud.gov/hudportal/HUD?src=/press/press_releases_media_advisories/2011/HUDNo.11-285 or contact your local HUD Field Office. ■

PIH One Stop Tool for PHAs

HUD is announcing the launch of the Public and Indian Housing One-Stop Tool (POST) for PHAs, as part of HUD’s Delivering Together initiative. POST for PHAs is a one-stop website that enables PHAs to quickly access PIH systems, tools, program requirements, and much more. The POST homepage organizes information into eight categories PHAs have indicated make the most sense to them: (1) Public Housing Program; (2) Housing Choice Voucher Program; (3) Grants; (4) Other Programs; (5) Systems; (6) Tools; (7); Laws and Policies; and (8) Directories. Another exciting feature of POST for PHAs is the PIH A-Z Index, an exhaustive alphabetical list of information relevant to PHA programs. Additionally, HUD has several new features under development that will make useful web content even more accessible, including a Calendar of Due Dates for PHAs, an email box for PHAs to suggest improvements to POST, and a list of PIH Forms. Rather than spend considerable time searching for information and resources, PHAs will be able to access all the material they need on POST for PHAs. See the webpage at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/post. ■

HUD > Program Offices > Public and Indian Housing > PIH One-Stop Tool for PHAs

Public and Indian Housing One-Stop Tool (POST) for PHAs



US Department of Housing and Urban Development

Welcome to POST, a new one-stop tool for PHAs! This web page is designed to serve as a reference tool for PHA staff to obtain quick access to PIH systems, tools, training opportunities, program requirements, commonly used external websites, PIH contacts, and much more! If you have recommendations for enhancements to POST or if you are having difficulty accessing web pages, then we want to hear from you! Please email us at POSTforPHAs@hud.gov.

PIH A-Z Index - Calendar of Due Dates - PIH Customer Service Center: (800) 955-2232

<p>PUBLIC HOUSING PROGRAM</p> <ul style="list-style-type: none"> ▶ Admissions and Continued Occupancy Policy ▶ Asset Management ▶ Development ▶ Funding (Capital and Operating Funds) ▶ PHAS (Public Housing Assessment System) ▶ Procurement Handbook ▶ Public Housing Occupancy Guidebook ▶ Uniform Physical Condition Standards (UPCS) ▶ More... 	<p>SYSTEMS</p> <ul style="list-style-type: none"> ▶ Enterprise Income Verification (EIV) ▶ Financial Assessment Subsystem(FASS) ▶ Line of Credit and Control System (LOCCS) ▶ Physical Assessment Subsystem (PASS) ▶ Public and Indian Housing Information Center (PIC) ▶ Recovery Act Management and Performance System (RAMPS) ▶ Systematic Alien Verification for Entitlements Program (SAVE) ▶ Voucher Management System (VMS) ▶ More...
<p>HOUSING CHOICE VOUCHER PROGRAM</p> <ul style="list-style-type: none"> ▶ Administrative Plan 	<p>TOOLS</p> <ul style="list-style-type: none"> ▶ Acronyms

Reporting FUP and other Special Purpose Vouchers

HUD is monitoring Voucher utilization monthly. Part of this monthly monitoring includes the lease up of special purpose vouchers. Those PHAs who have received special purpose vouchers may be getting questions on lease up rates.

HUD asks PHAs to report in the Voucher Management System, **VMS**, as well as in **PIC**.

VMS has specific lines for some programs, including VASH, 1-Year Mainstream and FUP. In VMS there are two fields, “Family Unification” and “2008 & 2009 Family Unification”. Until VMS is revised to combine these fields, PHAs should use the “2008 & 2009” field to report any FUP vouchers awarded under 2008, 2009 and any subsequent appropriations.

Notice PIH 2011-52, issued on September 20, 2011, has useful information on Family Unification Program Vouchers, or FUP. This notice contains additional information on FUP vouchers awarded before 2008, and how they should be treated. PIH 2011-32 has information on reporting NED and Mainstream Vouchers in PIC and VMS

PIC has a field for special program codes on the HUD 50058, field 2n. The list on page 12 of the old Form 50058 Instruction Book has not been updated. The list below has new codes that should be utilized when reporting on special purpose vouchers:

DHAPIK	DHAP-IKE Conversion Voucher	KATHU	Katrina Temporary Housing Unit Voucher
DHAPK	DHAP 85M Conversion Voucher	NED	Non-Elderly Disabled Voucher
FUPF	Family Unification Program-Eligible Family	NHT	2009 Nursing Homes Transitional Voucher
FUPY	Family Unification Program-Eligible Youth	TCU	Tax Credit Unit
VASH	Veterans Administration Supportive Housing		



PIH 2011-52 also explains the changes to FUP reporting in PIC. FUP program codes on HUD 50058, line 2n, have changed. There are now two codes. FUPF is the code for a FUP-eligible family, and FUPY is the code for a FUP-eligible youth. PHAs must implement these codes no later than the next annual reexam for every FUP participant.

Any questions about any of the Special Purpose Vouchers should be directed to the HUD Field Office contact, or the FMC Financial Analyst. ■

Avoiding HUD Notice of Deficiency and Potential Improper Payments

Public Housing Agencies can avoid receiving a HUD notice of deficiency by frequently and thoroughly analyzing their program. To prevent a PHA from receiving such quarterly notices, PHAs need to ensure the following six qualifications are met—

- 1) The PHA’s Public and Indian Housing Information Center (PIC) Reporting rate is 97% or higher;
- 2) There are no overdue annual reexaminations for a family;
- 3) The PHA has access to the Enterprise Income Verification (EIV) system and has used EIV within the last 30 days;
- 4) The PHA has corrected deficiencies noted on EIV’s Identity Verification report ;
- 5) There are no reported deceased tenants on EIV’s Deceased Tenants Report; and
- 6) Updated or corrected forms HUD-50058 are successfully submitted to PIC.

These reports should be pulled on a regular basis from EIV and PIC. PHAs may view a copy of HUD-issued deficiency notices and guidance to address the deficiencies at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/training#2. ■

“Faircloth” Limit on Public Housing

On December 27, 2011 the Department released PIH Notice 2011-69, advising PHAs and HUD Field Offices of HUD’s decision that all PHAs, including MTWs, are prohibited from adding public housing units in excess of their statutory “Faircloth limit.” The “Faircloth limit” is the number of public housing units owned, assisted, or operated by the PHA on October 1, 1999. The notice also describes the exceptions to the general rule.

As a first step, PHAs should verify that their Faircloth limit is accurately indicated here: <http://portal.hud.gov/huddoc/natl-list-units-eligible.pdf>. This data is collected from IMS/PIC.

The notice also explains several situations in which a PHA may be allowed to exceed the published Faircloth Limit. These exceptions are:

- 1) Mixed Finance public housing units developed prior to the issuance of PIH Notice 2011-69;
- 2) Merged or Consolidated PHAs;
- 3) Units transitioned between dwelling and non-dwelling purposes;
- 4) The certification to the October 1, 1999 count was inaccurate;
- 5) Reconfiguration was approved after October 1, 1999 ;
- 6) Approval or funding provided to develop units was given prior to October 1, 1999, but units had a DOFA after October 1, 1999; or
- 7) Development through the Recovery Act.

Additional detail regarding the prohibition and exceptions are in [PIH Notice 2011-69](#). PHAs with questions about this notice should contact your local Office of Public Housing. ■

2011 HUD Going Green Conference Archives

In July of 2011, HUD’s Office of Public and Indian Housing brought together public housing agency staff, stakeholders from the green building realm, and energy efficiency industry groups to Boston for *Going Green: Intelligent Investments for Public Housing*. The two- day conference featured strategies for integrating the concepts and practices of sustainability into the everyday management of public housing.

Presentations and videos from this conference have been made available to the public at HUD’s [Green Conference 2011](#) website. Additional coverage of the conference is available on the web by [The Council of Large Public Housing Authorities \(CLPHA\)](#).

Information on the *Public and Indian Housing Green Initiative* can be found online at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/phecc/ginitiative ■



Announcement on Public Housing Capital Fund Program Awards – FFY 2012

The Department anticipates posting the Public Housing Capital Fund Program grant awards and Annual Contributions Contract (ACC) Amendments for Federal Fiscal Year (FFY) 2012 in January 2012. PHAs will be given 3 – 4 weeks to sign and return ACC Amendments to the local HUD Field Offices. The Department will send each PHA an email (based on the addresses in PIC) with a link to the HUD PIH website for the Capital Fund Program when the ACC Amendments are available.

The website is located at: <http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm> ■



Be an Energy Star!

For timely tips on reducing seasonal energy costs and a directory of energy saving ideas, visit:

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



Section 8 Homeownership

Closings as of 01/08/2012

State	No. of Closings
Alaska	46
Idaho	133
Oregon	128
Washington	228
HUB Total	535



Subscribe to this Newsletter

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. If you missed any prior publication, you can access it at:

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

Recently Published Guidance

PIH Notices

Notice	Issue Date	Title
2012-01	Jan. 6, 2012	Income Exclusion of Kinship, Kin-GAP and Other Guardianship Care Payments
2011-69	Dec. 27, 2011	Prohibition on Exceeding Statutory Limitation of the Number of Public Housing Units
2011-68	Dec. 16, 2011	Extension of Notice 2010-49: Protecting Tenants at Foreclosure Act – Guidance on New Tenant Protections
2011-67	Dec. 9, 2011	Implementation of New Cash Management Requirements for the Housing Choice Voucher Program
2011-66	Dec. 7, 2011	Terminal Guidance on Disaster Housing Assistance Program - Ike (DHAP-Ike) and Extension Operating Requirements
2011-65	Nov. 30, 2011	Timely Reporting Requirements of the Family Report (form HUD-50058 and form HUD- 50058 MTW) into the Public and Indian Housing Information Center
2011-64	Nov. 30, 2011	Dun and Bradstreet Universal Numbering System (DUNS) Requirement
2011-63	Nov. 2, 2011	Extension--Total Development Costs (TDC) for Affordable Housing under the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA).
2011-62	Nov. 2, 2011	Extension of Cost-Test and Market Analyses Guidelines for the Voluntary Conversion of Public Housing Units Pursuant to 24 CFR Part 972
2011-61	Nov. 1, 2011	Extension--Guidance on requirement for PHAs to record current Declaration of Trusts (DOTs) against all public housing property and guidance on adding and removing public housing units and other property from the Annual Contributions Contract (ACC).
2011-60	Oct. 28, 2011	Dun and Bradstreet Universal Numbering System (DUNS) requirement
2011-59	Oct. 27, 2011	Reporting of Administrative Fee Reserves
2011-58	Oct. 24, 2011	Extension--Certification of accuracy of data in the Inventory Management/Public Housing Information Center System used to calculate the Capital Fund formula allocation
2011-57	Oct. 6, 2011	Instructions for Public Housing Agency on Fiscal Year End Changes
2011-56	Oct. 4, 2011	Emergency Safety and Security Funding as it Relates to the Department of Defense and Full-Year Continuing Appropriations Act, 2011 [Public Law 112-10]

Federal Register Notices

Document	Date Issued	Title
FR-5487-N-19	20111216	Notice of Proposed Information Collection for Public Comment for the Housing Choice Voucher Program
FR-5487-N-21	20111216	Notice of Proposed Information Collection for Public Comment for the Resident Opportunities and Self-Sufficiency Program
FR-5487-N-20	20111207	Notice of Proposed Information for Public Comment for: Capture Energy Efficiency Measures for PIH
FR-5507-P-01	20111117	Public Housing Energy Audits
5500-FA-05	20111024	Announcement of Funding Awards; Capital Fund Education and Training Community Facilities (CFCE) Program; Fiscal Year 2011
FR-5526-N-01	20111013	Public Housing Assessment System (PHAS): Proposed Physical Condition Interim Scoring Notice



Important Dates

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

FYE 3-31 PHAs

- 01-16-2012 PHA Plan Submission (CFP Performance and Evaluation Reports must be included in Plan)
- 05-30-2012 SEMAP Certification Due
- 05-31-2012 Unaudited FASS for FYE 3-31-2012 submission due to REAC

FYE 6-30 PHAs

- 03-31-2012 Audited FASS for 6/30/2011 due to REAC
- 03-31-2012 IPA Audit due to FO
- 04-16-2012 PHA Plan Submission (CFP Performance and Evaluation Reports must be included in Plan)

FYE 9-30 PHAs

- 06-30-2012 Audited FASS for FYE 09/30/2011 due to REAC
- 06-30-2012 IPA Audit due to FO
- 07-17-2012 PHA Plan Submission (CFP Performance and Evaluation Reports must be included in Plan)

FYE 12-31 PHAs

- 02-28-2012 Unaudited FASS for FYE 12/31/2011 due to REAC
- 02-29-2012 SEMAP Certification Due

All PHAs

- 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. *Exact submission dates will be provided by the FMC.*
- 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). Ninety 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.

ARRA

- 03-17-2012 PHAs must expend 100% of Formula Grants
- 09-2012 PHAs must expend 100% of Competitive Grants



E-Memos (electronic memoranda)

Seattle HUB

Issued	Purpose
01-10-12	Going Green: Intelligent Investments for Public Housing Conference Materials
01-09-12	New Online Tool for Veterans Seeking Jobs
01-06-12	HUD VASH 101 Webinar Invitation
12-05-11	2012 Income Limits Published – Public Housing/Section 8
11-28-11	November 30, 2011, Medicare Open Enrollment Conference Call
11-23-11	HUD-VASH 101 Webinar Announcement-December 7, 2011
11-17-11	Public Housing Energy Audits: Proposed Rule and Invitation for Public Comment
11-04-11	CY 2012 Public Housing Allocation Adjustments Received
10-24-11	Revised Notice PIH 2011-55, Public Housing Operating Subsidy Calculations for CY 2012 & Updates to Allocation Adjustment Web Page
10-13-11	Video Now Available on Operating Subsidy Calculations and Allocation Adjustments
10-07-11	New Help Email Address for Questions Concerning Notice PIH 2011-48 and Form HUD-52725
10-06-11	2012 Certification of IMS/PIC System Data for Public Housing Capital Fund Formula Calculation

Portland FO

Issued	Purpose
1/6/2012	HUD-VASH 101 Webinar Invitation
11/18/2011	PH Energy Audits: Proposed Rule and Invitation for Public Comment
10/26/2011	New Frequently Asked Questions (FAQs) for Form HUD-52725
10/24/2011	New Help Email Address for Questions Concerning Notice PIH 2011-48 and Form HUD-52725
10/20/2011	Revised Notice: CY 2012 PH Operating Subsidy Calculation
10/12/2011	2012 Certification of IMS/PIC System Data for PH Capital Fund Formula Calculation
10/11/2011	Public Housing Operating Subsidy Calculations for Calendar Year (CY) 2012
10/03/2011	Fiscal Year 2012 Fair Market Rents (FMRs)