

Northwest Notes

Office of Public Housing- Seattle HUB

FY2005

Quarter II

January 20, 2005

From the Director's Office

Welcome and Happy New Year. As we kick off the New Year, I would like to introduce the first installment of the Office of Public Housing, Seattle HUB quarterly newsletter, *Northwest Notes*. For some time, we have been brainstorming ways to help our public housing agencies stay current on changing rules, regulations, and reporting requirements. We also feature some of the unique and successful housing and self-sufficiency programs in our region. For the past quarter we have compiled information you may find of use. For a complete list of documents published, please visit HUDClips at <http://www.hudclips.org/cgi/index.cgi>.

Please remember that all dates listed in the "Upcoming Deadlines" section are subject to change. Refer to the appropriate program area website for the most current information. All questions, comments, and most importantly, suggestions for future newsletter items can be directed to Amy Johnson, Public Housing Revitalization Specialist at 206-220-6213 or amy_johnson@hud.gov. On behalf of our Seattle HUB team, we hope this newsletter is helpful to you.

Harlan Stewart
Director, Office of Public Housing
Region X, Seattle HUB

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HOMEOWNERSHIP AT WORK



The Housing Authority of the County of Clallam (HACC) began its Section-8 HCV Homeownership Program in early 2002. They were aware that the program was coming into reality and wanted to be ready. They began preparing participants as part of their overall HOME (Housing Opportunities Made Easier) programs. They had been providing a successful FSS program for over 8 years and were a co-sponsor of an Individual Development Account program. HACC already had training for new homebuyers in place.

Their first homeowner was Tracy, a disabled single mother, who had been on Section-8 for three years. She had completed their required Financial Literacy, Homebuyer Education, and Home Maintenance classes. She knew she wanted to buy and she was very clear about where she and her daughter, April, would live. They knew which elementary school April would attend and who her neighbors would be. Tracy was renting the home she eventually purchased. When the final rule came out, HACC had to find a bank willing to provide the mortgage. Lori Taylor, who was with Washington Mutual at the time, worked with HACC in cooperation with the Washington State Housing Finance Commission to utilize their "Home Choice" down-payment assistance of \$3000, the Federal Home Loan Bank matched Tracy's savings of \$1600 with \$5,000.

To date, the HACC has closed on nine homes and four more are being built in their self-help program and will close this April. Executive Director Pam Tietz; Special Programs Staff Melinda Sztatlocky, and the staff at the HACC have helped make homeownership a reality for many low-income residents in Clallam County, Washington.



Bon Voyage!

John Hardin
Retires from HUD

I take this opportunity to say goodbye and thank the many people I have worked with during my time at HUD ('78-'04). I hope that I was able to make your work a little easier. I will be leaving Federal service on April Fools Day, 2005.

I will be spending time working on the in-law's ranch, my parent's home, and my children's projects. I may even be able to finish my own house. In my spare time, I hope to be able to continue working with you in the housing industry.

I do appreciate your diligent work. Here's hoping you all see a child you have helped house succeed this year.

Happy New Year!

A Note on PHA Plan Submissions

As updated by the November 8, 2004 Federal Register Deregulation Notice, High Performer PHAs (as determined by PHAS) in addition to Section 8 Only PHAs and PHAs with less than 250 public housing units can submit a Streamlined Annual PHA Plan. With this in mind, please take note as to the proper Certification of Compliance forms that must be submitted (with original signatures) to the field office.

- Certification of Compliance form HUD-50077 for Standard Plans (50075) and Streamlined 5-year and Annual Plans (50075-sf).
- Certification of Compliance from HUD-50076 for Streamlined Annual Plans (50075-sa).



Energy Star

In September 2002, HUD, EPA, and DOE signed a formal partnership to promote Energy Star throughout HUD's affordable housing programs. To find out more about how your agency can benefit from Energy Star services, please visit their website at

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

NEW STAFF... We are pleased to announce five new staff assignments in the Seattle Office of Public Housing HUB.

Joy McCray joins Seattle's Office of Public Housing as a Division Director. Joy has been working with the Portland HUD Office for nearly 25 of her 28 years of public service. (Three years were spent with the Social Security Administration.) She has been with Public Housing in the Portland Field Office for the past 18 years and will bring extensive experience with Housing Choice Voucher, Public Housing, and the Family Self-Sufficiency Programs.

Maggie Siew joins Seattle's office as an out-stationed Quality Assurance Specialist with the new Quality Assurance Division for the Housing Choice Voucher Program at HUD Headquarters. She joined HUD in 1999, as an auditor in the Real Estate Assessment Center (REAC) in Washington, DC and Seattle. Prior to HUD, Maggie was an auditor at the U.S. Department of the Treasury, National Credit Union Administration, and the U.S. General Accounting Office (GAO). As Quality Assurance Specialist, Maggie will support the Housing Choice Voucher Program through on-site reviews and remote monitoring of PHA's program and financial data submitted to the Department. Duties and responsibilities will also include reviews related to tenant data, billing, and program integrity, as well as fair market and reasonable rents, and rental integrity monitoring activities for Section 8 vouchers.

Bill Greene joins Seattle's office as an out-stationed Realty Specialist with the new Quality Assurance Division for the Housing Choice Voucher Program at HUD Headquarters. His primary focus will be reviewing the rent reasonableness determinations and procedures used by PHAs. He will also provide assistance to the Quality Assurance Specialists in their reviews. Bill has a 16-year career appraising, acquiring, and managing real property rights subject to eminent domain procedures for South Carolina and Washington State Departments of Transportation plus the Bonneville Power Administration. Bill has also served as a Washington State Department of Transportation Local Agency Liaison and is a Washington State Certified General Real Estate Appraiser.

Alice Ford joins Portland's Office of Public Housing as a Program Analyst. She transferred from Portland's Fair Housing Office in October 2004. She spent 23 years on the eastern shores employed in state government prior to joining federal government in 2001. As Program Analyst, Alice is the SEMAP coordinator and tracks Minority Business Enterprises, PHA Plans, Risk assessment, Voucher Management System and insurance. She holds a degree in Sociology with a minor in Psychology.

David Peters joins Portland's office as an out-stationed Quality Assurance Specialist with the new Quality Assurance Division for the Housing Choice Voucher Program at HUD Headquarters. He joined HUD in 2002 following his Master's studies in Training – Education Systems Development and his retirement from the U.S. Army. In the Army, he served as an Eastern European Intelligence Analyst. David worked with Portland's Office of Public Housing for two years as a program analyst before joining the new QA Division. Many of his duties remain the same and parallel those listed for Magdalene Siew above.

SINGLE AUDIT ACT (A-133) INDEPENDENT AUDITOR REPORT

NOTICE PIH 2002-4 (HA) requires that PHAs shall provide one copy of the completed audit report package performed under the Single Audit Act Amendments of 1996 and issued by an Independent Auditor, to the local HUD Office having jurisdiction over the PHA. In addition to the audit report, the PHA is required to submit the Management Letter, the corrective action plan, and other relevant written communications from the Independent Auditor. **PHAs with a fiscal year ending date of:**

- June 30, 2004 – due no later than March 31, 2005
- September 30, 2004 – due no later than June 30, 2005
- December 31, 2004 – due no later than Sept. 30, 2005
- March 31, 2005 – due no later than December 31, 2005

This reporting requirement is in addition to the requirement to electronically submit the completed report to the Real Estate Assessment Center via the Financial Assessment Sub-System. OMB Circular A-133 section 320 states that the audit should be submitted within the earlier of 30 days after receipt of the auditor's report(s) or nine months after the end of the audit period. Though the PHAS regulation and the Uniform Financial Reporting Standards rule (UFRS) gives PHAs up to nine months after the end of the audit period to submit their audit(s) to PIH-REAC, housing authorities are strongly encouraged to submit before the nine month deadline.

FY05 SCHEDULE FOR SUBMISSION OF OPERATING SUBSIDY CALCULATION (As per Notice PIH 2004-14 (HA)).

- PHAs with fiscal years beginning July 1, 2005 must submit their required documentation by April 1, 2005.
- PHAs with fiscal years beginning October 1, 2005, must submit their required documentation by May 13, 2005.

Generally, a PHA will be submitting the following completed forms:

- Form SF-424, application for Federal Assistance
- Form HUD-52723, Calculation of Operating Subsidy
- Form HUD- 52728, Calculation of Occupancy Percentage for a Requested Budget Year (RBY)
- Form HUD-52722-A, Calculation of Allowable Utilities Expense Level (for the RBY)
- Form HUD-52722B, Adjustment for Utility Consumption and Rates (for FYEs 6/30/04 or 9/30/04, as appropriate).
- Form HUD-52574, PHA Board Resolution
- Form HUD-50071, Certification of Payments to Influence Federal Transactions

A PHA that fails to submit its required documentation according to the above schedule will be subject to a suspension and/or loss of operating subsidy payments.

For any questions, please contact Alfred Heston (206) 220-6228; Cossette Pontillas (206) 220-6412; Betsv Marsh (503) 326-3817.

PHA Financial Reporting Schedule:

Fiscal Year End	9/30	12/31	3/31	6/30
Unaudited Extension Request Deadline	11/15	2/13	5/16	8/16
Unaudited Due Date *Due dates do not include extensions *Late penalty: 1 point score deduction every 15 days the submission is late with a maximum late penalty deduction of 5 points	11/30	2/28	5/31	8/31
Audited Due Date *No extensions allowed for audited Submissions	6/30	9/30	12/31	3/31

Source reference: REAC website:
<http://www.hud.gov/offices/reac/products/prodpha.cfm>

Reminder About Late Presumptive Failure

The PIH-REAC computer system, in accordance with Section 902.60 of the PHAS regulation, automatically generates a late presumptive failure (LPF) and an indicator score of zero when a PHA does not submit the required financial information and/or management certification by the established regulatory submission deadlines. When an LPF and indicator score of zero are issued, an e-mail notification is sent to the HUD Field Office and the PHA.

Un-audited financial submission. The system generates an LPF and an indicator score of zero if the PHA does not submit all year end financial information within 90 days after the submission due date.

Audited financial submission. The system generates an LPF and an indicator score of zero if the PHA does not submit all audited financial information within nine months after the PHA's fiscal year end.

Management operations submission. The system generates an LPF and an indicator score of zero if the PHA does not submit all management information within 90 days after the submission due date.

For a complete list of Federal Register and Notices published, please visit HUD Clips at <http://www.hudclips.org/cgi/index.cgi>.

Federal Register

11/3/2004 Notice of Funding Availability for Revitalization of Severely Distressed Public Housing; HOPE VI Revitalization Grants Fiscal Year 2004; Notice

11/8/2004 Further Annual Plan Deregulation for High-Performing Public Housing Agencies; Notice

11/9/2004 Implementation of Requirement in HUD Programs for Use of Data Universal Numbering System (DUNS) Identifier; Final Rule

11/22/2004 HOME Investment Partnerships Program; Amendments to Homeownership Affordability Requirements; Interim Rule

11/23/2004 Electronic Submission of Applications for Grants and Other HUD Financial Assistance; Proposed Rule

11/24/2004 List of HUD programs that are subject to the nondiscrimination provisions in Title VI of the Civil Rights Act of 1964; Notice

11/26/2004 PHA Discretion in Treatment of Over-Income Families; Final Rule

11/29/2004 Privacy Act of 1974; Notice of Matching Program; Matching Tenant Data in Assisted Housing Programs; Notice of computer matching program between HUD and the Department of Health and Human Services (HHS)

11/30/2004 Statutorily Mandated Designation of Difficult Development Areas for Section 42 of the Internal Revenue Code of 1986; Notice

12/15/2004 Demolition or Disposition of Public Housing Projects; Proposed Rule

12/29/2004 FY 2004 HOPE VI NOFA- Correction

1/14/2005 Section 8 Contract Rent Annual Adjustment Factors, FY 2005

PIH Notices

2004-16 Section Eight Management Assessment Program (SEMAP) Guidance to HUD Field Offices Assisting SEMAP Troubled and Near-Troubled PHAs

2004-18 Verification of Social Security (SS) and Supplemental Security Income Benefits

2004-20 Elimination of the Use of Code "5" in Line 3q of the Form HUD 50058 in Reporting Compliance with Public Housing Community Service and Self-Sufficiency Requirements

2005-1 Implementation of the Consolidated Appropriations Act (HR 4818- H Rept 108-792), 2005 Funding Provisions for the Housing Choice Voucher Program

2005-2 Requirements for Designation of Public Housing Projects

2005-3 Changes to Guidebook 7401.7G, "Housing Agency (HA) Guidebook: Employee Benefit Plans"

2005-4 Exigent Health and Safety Deficiency Correction Certification- New Reporting Procedures

PHA Circulars

No. 04-05 Minority Business Enterprise Reporting Requirement Circular

No. 04-06 Current Passbook Savings Rate Determined by HUD- 0.20 Percent (0.002)

Miscellaneous

10/27/2004 E-mail sent to Section 8 PHAs regarding special Admin fees for 2004 Homeownership vouchers.

11/1/2004 E-mail sent to Section 8 PHAs regarding VMS submission requirements

11/1/2004 E-memo from Harlan Stewart with Discussion Notes from Regional Housing Choice Voucher Meeting held September 23, 2004

12/16/2004 Voucher Homeownership Frequently Asked Questions e-mail

12/17/2004 Announcement of FY 2004 HCV Family Self Sufficiency Coordinators award recipients

Important Upcoming Quarter II Dates

!!! Please Note: All dates subject to change. Please refer to the appropriate program area website for the most current information and complete list of forms due!!!

FYE 3/31 PHAs

- 1/15/2005 PHA Plan submission. CFP Program Performance & Evaluation Reports must be included in PHA Plan.
- 1/31/2005 ROSS Financial Status Report (HUD-269A) and Program Report submitted to Field Office
- 2/2/2005 (Early February) PHA certifies address in RASS. Please see RASS Business Calendar at http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm
- 2/20/2005 Payment of Annual Contribution and Operating Statement (HUD-52681B) November, December, and January data due end of February in VMS (Section 8)
- 4/30/2005 Lead Based Paint Activity Report (HUD-52850) due to Field Office

FYE 6/30 PHAs

- 1/30/2005 12/31 Occupancy Report (HUD-51234) submit in PIC
- 1/31/2005 ROSS Financial Status Report (HUD-269A) and Semi-Annual Program Report submitted to Field Office
- 2/20/2005 Payment of Annual Contribution and Operating Statement (HUD-52681B) November, December, and January data due end of February in VMS (Section 8)
- 3/31/2005 Audited FASS submission due to REAC
- 3/31/2005 One Copy of IPA Audit due to Field Office with Management letter, Corrective Action Plan, and other relevant written communications as applicable for FYE 6/30/2004. See PIH Notice 2002-4.
- 4/1/2005 Submission of Operating Subsidy Calculation due to Field Office.
- 4/15/2005 PHA Plan submission. CFP Program Performance and Evaluation Reports must be included in PHA Plan.

FYE 9/30 PHAs

- 1/31/2005 ROSS Financial Status Report (HUD-269A) and Program Report submitted to Field Office
- 2/20/2005 Payment of Annual Contribution and Operating Statement (HUD-52681B) November, December, and January data due end of February in VMS (Section 8)
- 4/30/2005 3/31 Occupancy Report (HUD-51234) submit to PIC

FYE 12/31 PHAs

- 1/31/2005 Lead Based Paint Activity Report (HUD-52850) due to Field Office
- 1/31/2005 ROSS Financial Status Report (HUD-269A) and Program Report submitted to Field Office
- 1/30/2005 (Early February) PHA certifies Implementation Plan in RASS. Please see RASS Business Calendar at http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm
- 2/28/2005 MASS Submission due to REAC
- 2/28/2005 Unaudited FASS submission due to REAC
- 2/28/2005 SEMAP Submission due in PIC (60 days after FYE)
- 2/20/2005 Payment of Annual Contribution and Operating Statement (HUD-52681B) November, December, and January data due end of February in VMS (Section 8)
- 2/28/2005 Year-End Settlement Statement (HUD-52681) submit to FMC (60 calendar days after FYE- Section 8)
- 3/8/2005 (Early March) PHA certifies Follow-up Plan in RASS. Please see RASS Business Calendar at http://www.hud.gov/offices/reac/products/rass/business_calendar.cfm

All PHAs

- Every Month- CFP obligated/expended data is submitted through eLOCCS. CFP work completion activities where pre-audit is required, are reminded to submit AMCC to Field Office.