



Office of Public Housing

News-to-Use Letter

Greetings from Ann Roman, OPH Director: Again we have staff changes to report. Thomas Washington retired March 31, 2006 and we wish him happiness and success in his future endeavors. Check out our latest staffing assignments, which are posted on our [Denver Office of Public Housing web page](#). The SuperNOFA was issued this month. Please be sure to check out the webcasts for guidance on specific program requirements with the Super NOFA. We continue to wait for additional guidance from headquarters regarding the student housing rule. We will keep you posted. Please make sure you stay informed of guidance and updates regarding the operating fund rule. Several items are discussed in this newsletter. And finally, thanks in advance for your patience and understanding as we work together through our staffing changes as well as our program changes.

Operating Fund Update

Our Headquarters office has informed us that email notifications were sent to PHAs on February 28, 2006. You should have received a file that contained calculations regarding transition funding under the operating fund Final Rule. This calculation of the transition amount is based on the difference between your PHA's actual 2004 subsidy eligibility and what your PHA would have received in 2004 had the final rule been in effect. If your PHA has an increase in subsidy, this increase will be phased in over a two-year period starting in 2007. If your PHA is shown to have a reduction in subsidy, the reduction amount will be phased in over a five-year period. Please note, however, that if your PHA can demonstrate a successful conversion to asset management, your losses can be stopped. (This is what is commonly referred to as "stop loss".) Please contact our office if you did not receive notification of your transition funding amount for your Public Housing program.

Notice PIH 2006-14 was issued on March 22, 2006 and it provides guidance for demonstrating a successful conversion to asset management. Please note the seven criteria for demonstrating successful conversion to asset management. Page 9 of the notice addresses submission requirements to qualify for stop-loss deadline date of October 1 2006. PHAs must submit the required documentation to our office by October 15, 2006.

2006 SuperNOFA

On March 8, 2006, HUD published in the Federal Register its 2006 SuperNOFA. Some key application due dates are:

- 5/16/06: Housing Choice Voucher Family Self-Sufficiency Program Coordinators
- 5/25/06: Continuum of Care Homeless Assistance Programs
- 6/8/06: Public and Indian Housing Family Self-Sufficiency
- 6/23/06: Public Housing Neighborhood Networks
- 7/13/06: ROSS Elderly/Persons with Disabilities
- 8/8/06: ROSS Family – Homeownership

Please be sure to ready and study the NOFA closely so that you are aware of all general application requirements as well as the program specific application requirements. Please visit the SuperNOFA web page to get the latest schedules and information on SuperNOFA broadcasts and training sessions. Please note the registration and certification requirements and the need for updates. In addition, please note that if any forms are submitted by fax, they must include form 96011, the Fax Transmittal Form.

2006 SuperNOFA Broadcast Schedule
Please note that all times listed are Eastern Time

Program Broadcast	Application Deadline Date (Electronic applications must be received and validated by Grants.gov by 11:59:59 PM on the deadline date)	<u>Broadcast Date</u>	<u>Broadcast Time</u>
Lead and Healthy Homes Technical Studies	June 6, 2006	April 4, 2006	2:00 PM – 4:00 PM
Lead Outreach Grant Program	June 6, 2006	April 4, 2006	2:00 PM – 4:00 PM
Healthy Homes Demonstration Program	June 7, 2006	April 5, 2006	11:00 AM – 1:30 PM
Lead-Based Paint Hazard Control Program	June 7, 2006	April 5, 2006	11:00 AM – 1:30 PM
Lead Hazard Reduction Demonstration Program	June 7, 2006	April 5, 2006	11:00 AM – 1:30 PM
Operation Lead Elimination Action Program (LEAP)	June 7, 2006	April 5, 2006	11:00 AM – 1:30 PM
Public Housing Family Self-Sufficiency Program Coordinators	June 8, 2006	April 6, 2006	1:30 PM – 3:30 PM
ROSS Family-Homeownership	August 8, 2006	April 11, 2006	11:00 AM – 1:00 PM
ROSS Elderly/Persons with Disabilities	July 13, 2006	April 11, 2006	1:30 PM – 3:15 PM
PIH - Neighborhood Networks	June 23, 2006	April 11, 2006	3:30 PM – 5:00 PM
Removal of Regulatory Barriers to Affordable Housing		April 12, 2006	2:30 PM – 3:30 PM

Asset Management Project (AMP) Numbers

As required by PIH Notice 2006-10(HA) all PHAs must assign AMP numbers in PIC to each project for the purposes of asset management. This must be accomplished by April 21, 2006. If a PHA does not assign AMP numbers HQ will assign the numbers for them. HQ will create AMP numbers (a Project No.) for each development. In 2007 each project shall have its own separate budget. **If a small HA has only one project it can still be considered as meeting the requirements of Asset Management.** PIH Notice 2006-14 describes the criteria to meet the requirements for demonstration of successful conversion to asset management. All PHAs need to meet the criteria of asset management, especially if the PHA is loser on the current Weighted Average Expense Level (WAPEL). If you are a loser (i.e., reduced budget in 2007) on the new WAPEL and you are considered as an asset management HA then you can apply for stop-loss. The stop-loss will limit the WAPEL loss to 5% for the first year, 24% the second year, etc (see Table 5 of the PIH Notice 2006-14). Below is a summary of items to consider when assigning AMP numbers:

Impact on Large PHAs (more than 250 units)

- a). Each project shall have separate budget.
- b). Scattered site units can not be grouped more than 250 units.
- c). Developments grouped together should be within close geographic vicinity.

Impact on Small PHAs (less than 250 units) with more than one development that might want to consider converting to one project:

- a) Only one budget and financial statement is required.
- b). May still be considered as meeting asset management requirements (See criteria of PIH Notice 2006-14). This would qualify the PHA as eligible for the stop-loss provision (PIH Notice 2006-14), if the HA is a loser on current WAPEL.

Impact on PHAs with more than one development converting to multiple projects:

- a). Budget and financial statements are required for each project.
- b). PHA will qualify for an additional \$2 per unit per month.
- c). PHA will probably be considered as meeting Asset Management HA requirements (See criteria of PHA Notice 2006-14). This would qualify the PHA as eligible for the stop-loss provision (PIH Notice 2006-14), if the PHA is a loser on the current WAPEL.

Things to consider about assigning AMP numbers:

- a.) The project assignments are not cast in stone. There will be a window of opportunity each year to change the groupings if necessary.
- b). The stop-loss provision can be submitted in other years if not submitted this year.
- c). If a Housing Authority does nothing, HUD will designate each development as a separate project. This will require the PHA to submit a budget and financial statements for each project.**
- d). Housing Authorities that have one development should still go through the exercise of assigning AMP numbers. This can help the PHA demonstrate that even though they are one project they still meet the requirements of Asset Management.

If you have any questions regarding AMP groupings please notify your designated Facilities Management Specialist (FMS). Your FMS will be the individual approving your project groupings. You will be notified by a letter in the future of our approval/disapproval of your AMP numbers. The Field Office will work with PHAs to resolve any discrepancies. We do not anticipate that there will be many disapproval letters. In order to assist our review, we request PHAs submit a summary of the project groupings. Please submit the narrative summary by April 21, 2006.

Voucher Management System (VMS)

Electronic submission of form HUD-52681-B data continues to be a quarterly requirement. The new collection period will be from **April 15, 2006, through the close of business on April 30, 2006**. During this period, PHAs must submit their data for **January, February, and March 2006**. This information is submitted electronically via VMA at the following site:

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

PHAs are advised not to wait until the final day(s) of the collection period to submit their data. Doing so may result in a delayed transmission of the data to HUD that could impact a PHA's funding. Failure to submit the data results in a PHA being identified as a non-submitter. Incomplete submissions and/or non-submissions could also affect the PHA's funding.

PHAs should also check the "List of Submissions" web page in VMS to verify that the required data has been submitted for each submission period. If the quarterly period status is "Pending Submission" or "Not Entered," the PHA should enter and/or submit the required information.

When ready to submit quarterly data to HUD, the PHA should select the "SUBMIT" link on the List of Submissions page, review the data, and then scroll down to the bottom of the page and click on the "SUBMIT" button to complete the submission.

If you have any questions, or need any other information, please send an e-mail to the following address:
[Financial Management Center@HUD.GOV](mailto:FinancialManagementCenter@HUD.GOV)

Student Housing Final Rule

We are still waiting for additional guidance from Headquarters regarding this rule. We encourage PHAs to wait for this additional guidance before terminating someone's assistance pursuant to this rule.

Single Audit Act Reminder

Notice PIH 2006-15 was issued on March 23, 2006. This notice extends the requirement for PHAs subject to the Single Audit Act requirements, to provide a copy of the audit report package and the management letter to the Denver Office of Public Housing. This submission is in addition to the electronic submission to REAC. Audit reports are due no later than 9 months after your fiscal year end.

TASS/EIV

The Office of Public and Indian Housing's Real Estate Assessment Center's March 10, 2006 release of the Enterprise Income Verification (EIV) System incorporated the functionality of the Tenant Assessment Subsystem (TASS-Tenant Income Verification). The TASS functionality in EIV will remain virtually the same. TASS will continue to be available through September 2006. The EIV User Administration Manual, which provide instructions on the use of EIV, may be found under the "Hud Resources" tab at:

<http://www.hud.gov/offices/pih/programs/ph/rhiip/uivsystem.cfm>

Don't forget the due dates for quarterly recertification of EIV users:

Quarter	Quarter Dates	Certify By	Access Terminated By 12:00 EST
1	Jan. 1 – Mar. 31	April 29	April 30
2	Apr. 1 – June 30	July 30	July 31
3	July 1 – Sept. 30	October 30	October 31
4	Oct. 1 – Dec. 31	January 30	January 31

March 2006

The recertification needs to be done by the PHA's User Administrator. PHA User Administrators cannot recertify themselves; this must be done by HUD staff. Please contact your Public Housing Revitalization Specialist if you have any questions about this recertification process.

2006 Income Limits

Notice PDR-2006-01, Estimated Median Family Incomes for FY 2006, was issued March 8, 2006. This notice transmits median family income distribution estimates for FY 2006. You can access the 2006 data at the website below:

<http://www.huduser.org/datasets/il/il06/>

USDA Voucher Program

The March 20, 2006 Federal Register contains a notice for the demonstration USDA Voucher Program, to be administered by HUD. Up to \$16 million is available. These vouchers will be made available to PHAs for the provision of voucher assistance to eligible families impacted by an owner's decision to prepay a section 515 loan and convert the property to market rate housing. The regulations at 24 CFR part 982 for the HCV program are applicable to the USDA vouchers. The project-based voucher and homeownership regulations are not applicable. A PHA may not use funding provided under the USDA Voucher Program to assist families applying under the PHA's regular HCV program. Our office will work with PHAs as we receive notification from USDA of any properties being prepaid and converting to market rate housing.

BUCCS

The Office of Public and Indian Housing (PIH) requests that each public housing agency (PHA) voluntarily complete the HUD Benchmarking form, <http://www.hudbenchmarking.org>, for each building or project in its residential housing stock. *PHAs should refer to the emails of February 8, 13 or 15, 2006 (Subject: Benchmarking Utility Consumption) for their individual Username and Password to allow each PHA access to this data collection Website. Contact benchmarking@drintl.com if you need this information resent.*

PIH is developing a system to "benchmark" utility usage in PIH's entire residential sector. This **Benchmarking Utility Consumption and Cost System (BUCCS)** will allow each PHA to:

- Easily obtain quick, accurate, and objective information, free of any commercial interest, on the energy performance of its projects and buildings
- Compare its buildings' energy consumption to those of other PHAs
- Target building improvements to reduce utility consumption

PIH will need to collect certain building characteristics and one year of corresponding utility usage information for each building in the housing stock. The HUD Benchmarking forms available at <http://www.hudbenchmarking.org> will facilitate each PHA's compilation and submission. For those who prefer, the form can be obtained in hard copy from that Website or by contacting benchmarking@drintl.com. The building characteristics should be readily available from previous energy audits or other building assessment programs, and the utility usage can come from current bills or from utility baselines developed during previous audits.

One important step toward PHAs adopting a project based management model is for each housing authority to be able to easily and accurately assess its energy and water usage patterns. Currently, PHAs complete this assessment by performing energy audits on their properties no less than once every five years as required by 24 CFR 965.302.

Thank you for participating in this study. By supplying this information PHAs are contributing to the development of a valuable, time-saving tool. They will also get information on their project's utility usage, which can help target building improvements and save money. The OMB control number for this voluntary information collection is 2577-0062.

Please complete the forms by April 28, 2006. This has been extended from the original deadline of March 24, 2006.

FOR FURTHER INFORMATION CONTACT: Glen Salas, PE; D&R International; Silver Spring, MD; (301) 588-9387; (301) 588-4987 (fax); benchmarking@drintl.com

All the Right Moves: Relocation and Tenant Assistance in HUD Programs

HUD will be providing relocation training at The Oxford Hotel in Denver, CO on May 23-26, 2005. This training covers the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), including the most recent changes that went into effect on February 3, 2006, and Section 104(d) of the Housing and Community Development Act.

The following webpage includes a course description and an agenda:
<http://www.icfhosting.com/hcd/cpd/hcdcpd.nsf/webpages/alltherightmoveslad.html>

Here's a link to the registration page. This page also contains a telephone number that may be used for further information about the training, if needed.
<http://www.icfhosting.com/icfhosting/hcd/cpd/hcdcpd.nsf/preregistration?OpenForm>

For out of town guests, please remember to also make a hotel reservation if needed. Remember to inform the reservationist that you will be attending the ICF/HUD training, as the hotel will offer reduced rates for reservations made on or before April 22, 2006.



Recent Issuances

Federal Register Issuances – Rules and Program Changes:

- 3/6/06: Fair Market Rents for the Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program for Fiscal year 2006; Revised; Notice: FMRs published in the notice are effective 3/6/06. (No Region VIII PHAs are impacted.)
- 3/13/06: Regulatory and Administrative Waivers Granted for Public and Indian Housing Programs to Assist with Recovery and Relief in Hurricane Wilma Disaster Areas; Notice: Effective date is 3/7/06.
- 3/20/06: USDA Voucher Program; Notice: Effective date is 3/20/06.
- 3/21/06: Conversion of Developments From Public Housing Stock; Methodology for Comparing Costs of Public Housing and Tenant-Based Assistance; Final Rule: Effective date is 4/20/06.

Federal Register Issuances – Information Collection:

- 3/23/06: Notice of Submission of Proposed Information Collection to OMB: Public Housing Assessment System (PHAS): Management Operations Certification: Comment due date is 4/24/06.
- 3/29/06: Notice of Proposed Information Collection for Public Comment; PHA Plans Standard Template: Comment due date is 5/30/06.
- 3/3/06: Notice of Proposed Information Collection for Public Comment; Public Housing Financial Management Template: Comment due date is 5/30/06.

Federal Register Issuances – Miscellaneous:

- 3/14/06: 24 CFR Parts 200 and 401 Implementation of Mark-to-Market Program Revisions; Proposed Rule: Comment due date is 5/15/06.

PIH Notices:

- PIH 2006-16 (HA), Project-based Voucher Units with Low-Income Housing Tax Credit Allocations, issued 3/29/06.
- PIH 2006-15 (HA), Extension – Notice PIH 2005-11 (HA), Single Audit Act (A-133) Independent Auditor Report Submission for Public Housing Agencies, issued 3/23/06
- PIH 2006-14 (HA), Operating Fund Program Final Rule: Transition Funding and Guidance on Demonstration of Successful Conversion to Asset Management to Discontinue the Reduction of Operating Subsidy, issued 3/22/06
- PIH 2006-13 (HA), Non-Discrimination and Accessibility for Persons with Disabilities, issued 3/8/06.

Reminders

- 4/10 – 6/13/06: Residents surveyed for 3/31/06 PHAs (RASS)
- 4/15-30/06: VMS data reporting period for Jan., Feb., and Mar. 2006
- 4/21/06: Due date for AMP identifications (Due date extended from 3/31/06 per notice PIH 2006-10)
- 4/28/06: BUCCS information due to HQs
- 4/29/06: Due date for recertifying EIV Users
- 5/25 – 7/17/06: 6/30/06 PHA presidents surveyed for RASS
- 5/30/05: SEMAP certifications due for 3/31/06 PHAs (Optional submission for small, non-troubled PHAs)
- 5/31/06: MASS certifications and yearend financial statements due for 3/31/06 PHAs
- 6/23/06: PHAs should receive HUD notification regarding AMP groupings
- 6/30/06: A-133 audit reports due for 9/30/05 PHAs
- 7/18/06: PHA survey results available in RASS for 3/31/06 PHAs
- 7/18 – 8/1/06: 3/31/06 PHAs certify RASS Follow-up Plan, as applicable
- 8/16/06: PHA survey results available in RASS for 6/30/06 PHAs
- 8/16-30/06: 6/30/06 PHAs certify RASS Follow-up Plan, as applicable
- 8/29/06: SEMAP certifications due for 6/30/06 PHAs (Optional submission for small, non-troubled PHAs)
- 8/31/06: MASS certifications and yearend financial due for 6/30/06 PHAs
- 9/30/06: A-133 audit reports due for 12/31/05 PHAs
- 10/15/06: Requests for Year 1 stop-loss consideration due to field office, as applicable. (See Notice PIH 2006-14.)

OPH would like articles, comments, and/or questions from housing authorities in the Rocky Mountain Region. Please send these contributions to Ann Roman at Carol_A._Roman@hud.gov. Thanks!