



Office of Public Housing

News-to-Use

Greetings from Ann Roman, OPH Director: It is hard to believe that there are only 2 months left in the federal fiscal year. We just finished processing for the 2006 Capital Fund Grant program; we are in the midst of reviewing applications for ROSS funding under the 2006 SuperNOFA; and we hope to finalize 2006 operating fund processing soon. I am pleased to report a new staff member for our office – Jerry Baker. Jerry was previously with our Office of Multifamily Housing and most recently was with the Headquarter's Quality Assurance Division – out-stationed in Denver. Mr. Baker will be a Financial Analyst and will be a valuable asset to our team

Operating Fund Update

Headquarters has posted the Public Housing Operating Fund Interim Obligation Letters for the 3rd quarter funding to our website. Additionally, an additional explanation of the 3rd quarter proration has been posted to the website. You can access this information at the following:

<http://www.hud.gov/offices/pih/divisions/ffmd/of/>

If you attended one of the HUD training sessions on 2007 Operating Fund, you may have been informed on the September 15, 2006 due date for electronic submission of your 2007 Operating Fund Calculations. This is still the latest information we have available. Headquarters has yet to post the submission tool so we do not know at this time if this due date will be adjusted. We will keep you informed of future developments.

Asset Management

HUD has a new Asset Management web page, which can be accessed at the following web address:

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

One of the options under the Programs Section is Stop-Loss. Here you will find the Stop-Loss Applications Kit. If you are interested in applying for stop-loss this year, your application is due to our office by October 15, 2006. You will want to visit this web site regularly for any updates.

Housing Choice Voucher Update

Reduced Distribution: Many PHAs may have received a July 31 electronic notification of reduced HCV payments for the month of August, and in a few instances, the month of September. This notification came from the Financial Management Center in HUD Headquarters. Our office received a courtesy copy of the email notification, but at this time has not received any additional information regarding how the offset amounts were determined. We understand the challenge this may present for your agency and will keep you informed as we receive additional information.

CY 2006 PHA Administrative Fees: Headquarters recently posted the calendar year 2006 PHA administrative fee rates. This information is available at the web address below.

<http://www.hud.gov/offices/pih/programs/hcv/ohvp/admfes06.cfm>

These per-unit-per-month rates will be used to calculate administrative fee funding for new vouchers awarded to a PHA, where applicable. These rates should also be used by PHAs to determine billing rates for vouchers used for portability. Since Annual Adjustment Factors are not applicable to administrative fee funding, these rates are calculated by dividing the CY 2004 administrative fee base by the CY 2003 unit months leased. The CY 2006 proration factor of 100.625% applicable to renewal funding has been applied.

PIC Update

Single Sign-On Conversion: The transition from old style PIC IDs to WASS IDs is back on schedule. All users are asked to start using their WASS IDs ("M" IDs for HA users) thru the Secure Systems Logon immediately. The old style PIC IDs (first initial, middle initial, last name - ex. jxdoe) will be phased out this fall. PIC will support both User ID types during this transition period to ensure all users have adequate access to their data. You will want to make sure your access, roles and functionality under your MID are the same as what is the case with your PIC ID; and if not, you will want to work with your systems administrator to see that you have the MID access and rights you need. As you know, Kathryn Grosscup, our PIC Coordinator, has resigned from HUD. We have yet to fill this position. In the interim, please contact your Public Housing Revitalization Specialist, with any questions you have and we will do our best to be of assistance.

PIC Frequently Asked Questions (FAQ): Did you know there is a web site for FAQ regarding PIC? You can access this useful information at: <http://pichelp.mssi2000.com>.

JUMP: At this same web page you will also find information about JUMP, a PICHelp Online Support System that allows PIC users to submit problems or questions via web interface to PICHelp. A PIC user receives a PICHelp Ticket number immediately, can add information to an existing problem, and tracks the tickets progress through resolution. PICHelp encourages users to sign up for this online support system. Please send an email providing your name, phone number, Housing Authority number, and HUD Field office name where applicable to PICHelp@mssi2000.com. Please include "Access to JUMP" in the subject line of email. PICHelp will contact users. A flash presentation and the JUMP User Guide has been developed to assist users and is available online the web address above.

Emergency Preparedness Plan Survey

PHAs received a July 21, 2006, notification from Assistant Secretary Orlando Cabrera that HUD will be conducting an Emergency Preparedness Plan Survey. The purpose of this survey is to determine your baseline level of preparedness in case of any type of an emergency. Information derived from the survey will enable the Department to provide pertinent information and technical assistance to PHAs so you may establish viable and executable Emergency Preparedness Plans. Improved Emergency Preparedness Plans will help ensure that PHAs are adequately prepared for an emergency situation and will facilitate the efficient and effective evacuation of residents, thereby reducing additional costs to disaster impacted locations.

You can access the Emergency Preparedness Plan Survey on the Public and Indian Housing Internet web site at <http://www.hud.gov/offices/pih> under "Important Links". The survey will close on August 31, 2006. Your participation is very important to ensuring the success of this survey. Should you need assistance in completing the survey, please contact the Technical Assistance Center at (888) 245-4860.

General Conditions for Contracts

(The following guidance does not apply to Section 8 only PHAs.)

The Form HUD-5370, *General Conditions of the Contract for Construction* must be inserted into contracts, other than maintenance and non-construction contracts, which exceed \$100,000 or the PHA's small purchasing procurement limit as identified in the housing agency's Procurement Policy - whichever is more stringent. HUD has recently provided a Form HUD-5370-EZ (05/2006), *General Contract Conditions for Small Construction/Development Contracts*, applicable for smaller procurement and must be inserted into contracts, other than maintenance and non-construction, greater than \$2,000 but not more than \$100,000. The new Form seems to allow use of these simplified General Conditions for "small" construction contracts, which might exceed a PHA's Procurement Policy small purchase procurement limit. We recommend that PHAs utilize the new Form for small construction/development contracts that do not exceed the agency's small purchase limit. The reason for this is because the basic Form HUD-5370 provides much more protection to the housing agency -e.g. bonding requirements, provisions for liquidated damages, Section 3 requirements, etc. If you have any questions, please contact your assigned Facilities Management Specialist.

Recent Issuances



Federal Register Issuances – Rules and Program Changes:

- 7/17/07: Public Housing Assessment System; Financial Condition Scoring Process
- 7/28/06: Implementation Guidance for Section 901 of the Emergency Supplemental Appropriations to Address Hurricanes in the Gulf of Mexico, and Pandemic Influenza Act, 2006; Notice: Effective date is 7/28/06.

Federal Register Issuances – Funding Opportunities:

Federal Register Issuances – Information Collection:

- 7/7/06: Notice of Proposed Information Collection for Public Comment; Public Housing Homeownership Program—Application, Documentation, Reporting and Recordkeeping: Comment due date is 9/5/06.
- 7/12/06: Notice of Submission of Information Collection to OMB; Collection: Comment Request; Standardized Form for Collecting Information Regarding Race and Ethnic Data: Comment due date is 9/11/06.
- 7/12/06: Previous Participation Certification: Comment due date is 8/11/06.
- 7/14/06: Low-Income Public Housing Operating Budget, Supporting Schedules and Related Forms: Comment due date is 8/14/06.
- 7/17/06: Public Housing Operating Subsidy – Stop Loss and Appeals: Comment due date is 8/16/06.
- 7/19/06: Notice of Submission of Proposed Information Collection to OMB; Emergency Comment Request; Implementation of the Violence Against Women (VAWA) and Justice Department Reauthorization Act of 2005: Comment due date is 8/2/06.
- 7/19/06: “Logic Model” Grant Performance Report Standard: Comment due date is 8/18/06.
- 7/31/06: Notice of Proposed Information Collection: Comment Request Federally Assisted Low-Income Housing Drug Elimination Grant Program: Comment due date is 9/29/06.

Federal Register Issuances – Miscellaneous:

- 7/5/06: Notice of Regulatory Waiver Requests Granted for the First Quarter of Calendar Year 2006; Notice
- 7/17/06: Statutory Prohibition on Use of HUD Fiscal Year (FY) 2006 Funds for Eminent Domain-Related Activities; Notice
- 7/28/06: List of HUD Programs Subject to Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973; Notice

PIH Notices:

- PIH 2006-25 (HA), Extension—Housing Choice Voucher Portability Procedures and Corrective Actions – Revision of Family Portability Information, Form HUD-52665, issued 7/3/06.
- PIH 2006-27, Reinstatement – Homeless Initiative in Public Housing and Housing Choice Voucher Programs, issued 7/7/06.
- PIH 2006-29 (HA), Disaster Voucher Program (DVP) Supplemental Guidance: Voucher Program Fungibility Issues Associated with Combining Voucher and Public Housing Funding During Calendar year 2006, issued 7/28/06.

Reminders

- 8/7 – 10/2/06: Residents surveyed for 9/30/06 PHAs (RASS)
- 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 statements due for 6/30/06 PHAs
- 8/31/06: Emergency Preparedness Plan Surveys Due
- 9/15/06: 2007 operating Fund calculations Due – Tentative: Electronic submission tool is still under development
- 9/30/06: A-133 audit reports due for 12/31/05 PHAs
- 9/30/06: Annual Assessment of all PHAs for 95% PIC reporting requirement
- 10/15/06: Requests for Year 1 stop-loss consideration due to field office, as applicable. (See Notice PIH 2006-14.)
- 10/15/06: PHA Plans due for 12/31 PHAs
- 10/15/06: MBE Contract Activity report due
- 10/27/06: PHA survey results available in RASS for 9/30/06 PHAs
- 10/30/06: Quarterly recertification deadline date for EIV users
-

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!