



# Office of Public Housing

## News-to-Use Letter

December 2006

*Greetings* from Ann Roman, OPH Director: Welcome to the last News-to-Use Letter for 2006. I apologize for the delay in getting this issued. The winter holidays and the snow (and the snow, again and again) set us back. Please note the article on HUD – Region VIII Customer Service Survey. We appreciate and value your input. We continue to operate under a Continuing Resolution. Preliminary funding figures are not the best. 2007 will be a challenging year, but please know we are here to assist however we can.

### Operating Fund Update

On December 22, 2006, PHAs were notified and provided operating funds for the first quarter of 2007. The amount of funding provided was based on 76% of a PHA's 2007 operating subsidy eligibility. An explanation of the 76% proration factor can be found at the following web address:

<http://www.hud.gov/utilities/intercept.cfm?offices/pih/programs/ph/am/of/prorationexplanation07.pdf>

Please note that this proration calculation is based on a 24% adjustment for decliner PHAs. HUD has issued a proposed rule that would cap this reduction at 5% for 2007. When this rule becomes final, it will impact the final proration calculation. We caution PHAs to plan conservatively.

We want to bring to your attention a new posting on the Public Housing Financial Management web page. In response to questions from public housing authority groups REAC has posted tables and information on PHA operating reserves and trending information for 2001 to 2006. You can access this information at the following address:

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

In addition, HUD Frequently Asked Questions (FAQs) for financial reporting under the new operating fund rule have been posted to HUD's web site. You can access these FAQs (2 sets of FAQs) at:

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

### Enterprise Income Verification (EIV) Update

Please remember to re-certify all existing EIV users by Tuesday, January 30, 2007. Failure to do so will result in termination of EIV access on Wednesday, January 31, 2007. This recertification process is required quarterly.

### Verification of Social Security (SS) and Supplemental Security Income (SSI) Benefits

On December 19, 2006 HUD issued Notice PIH 2006-41. This notice explains required procedures PHAs are to use for verifying social security benefits of applicants, participants and household members during the mandatory reexamination of income. Since the Social Security Administration (SSA) has taken the position that local SSA offices will no longer furnish verification of social security benefits via phone, mail or fax for free, HUD is providing guidance on the document review process PHAs can use to verify social security benefits for applicants. To avoid incurring third party verification costs, PHAs should request a current (dated within the last 60 days) SSA benefit verification letter for each household member that receives social security benefits. If the applicant and/or household member are unable to provide the requested document(s), the PHA should ask the applicant/household member to contact SSA to request a current benefit letter. The notice includes guidance on how to contact SSA by telephone as well as on the web. There is no cost for this verification letter. Once received, the applicant/household member should provide the PHA with the original benefit letter. The PHA should make a copy for its files, and return the original. PHAs are reminded of the requirement to use EIV for verifying SS/SSI benefits of current participants and household members.

## SAGIS Update

On November 27, 2006, PHAs with a Housing Choice Voucher (HCV) program were notified that PIH is developing a new system to replace the programmatic aspects of the present HUDCAPS system and to provide additional capabilities. This system, titled SAGIS, will be implemented in a series of releases over a period of time. On-line (web) training for the SAGIS system was originally scheduled to be available for PHAs beginning January 8, 2007. We have now been advised that the release of this training has been delayed. When it is available, we will again notify you. You can also check for any update on the SAGIS web site at:

<http://www.hud.gov/offices/reac/products/sagis/index.cfm>

We also remind PHAs that if you have not yet submitted the information for your designee, please do so at once. The required information is: PHA Name, PHA Identifying Number (HA001 for example), designee's full name, designee's e-mail address, designee's telephone number. The information should be sent to: [REAC\\_TAC@hud.gov](mailto:REAC_TAC@hud.gov)

## PIC Update

A new PIC release 5.9 was implemented starting December 15, 2006. A summary list of the changes should be posted to the PIC home page sometime in the future. With PIC 5.9 release, HUD will be moving entirely to the Web Access Security Sub-System (WASS) logon. **This means that after December 15, PIC IDs will no longer work. PIC users will need to access the system using their WASS MID.** Staff can register online for a WASS ID at the following:

[http://www.hud.gov/offices/reac/online/online\\_registration.cfm](http://www.hud.gov/offices/reac/online/online_registration.cfm)

In addition, PHA users with the Security Coordinator role assigned can now insert WASS IDs into PIC.

All submissions of form 50058 must be in new format:

Following the 5.9 release, all form 50058 transmissions must be in the new 50058 format. The asset field has been expanded by one character, which has forced all subsequent fields over one character. Failure to patch your software to the current version may result in data corruption or the complete rejection of submissions. A patch for the FRS software has been placed on the [FRS internet page](#). Housing Agencies that use third party (vendor) software are advised to contact their vendor to ensure their software is patched to the current version.

New Technical assistance contact numbers:

PHAs were recently informed of new contact information for PIH-REAC's Technical Assistance Center. If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to [REAC\\_TAC@hud.gov](mailto:REAC_TAC@hud.gov) or telephone the Technical Assistance Center (TAC) at 1-888-245-4860 between 7:00am and 8:30pm Eastern on business days. Our office has also been contacted by PIC users who have questions or want access to EIV for Multifamily (MF) properties. If you are an MF EIV user and have any questions or issues, please contact the MF HELPDESK at 1-800-767-7588, or via email at [Mf\\_Eiv@hud.gov](mailto:Mf_Eiv@hud.gov).

KDHAP/DVP Update: Users who used to log into KDHAP/DVP thru PICTest should now be accessing KDHAP/DVP thru PIC.

## Regulatory Agenda

On December 11, 2006 HUD published its semiannual regulatory agenda. This notice addresses proposed rules, regulations that are expected to be issued during the next several months, as well as long term regulatory actions. Some of the regulatory actions listed by the Office of Public and Indian Housing include: Revisions to Public Housing Assessment System; Streamlining Public Housing Programs; Implementation of the Violence Against Women Act; Amendments to the Public Housing Homeownership Program; Streamlined Mixed Finance Application Review; Energy Performance Contracts; Homeownership Options under the Housing Choice Voucher program; Streamlining Tenant-based HCV Assistance and SEMAP; Tax Credit Rents in Project-Based Units; Capital and Operating Funds for Debt Service and Financing Activities; and Demolition or Disposition of Public Housing Projects.

**Monthly Electronic Energy Newsletter Reminder**

Did you know HUD has a monthly newsletter devoted energy issues? Visit the website below for more information and access to these newsletters.

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

### RASS Update

On December 21, 2006, REAC posted a notice on its Customer Satisfaction Survey web page. The notice informs 12/31/06 and 3/3/107 PHAs that due to ongoing contract negotiations, the resident survey period remains tentative. PHAs are encouraged to refer to the Business Calendar for the most up-to-date information available at this time. The REAC notification also indicates that once the surveys have been administered, the Business Calendar will also reflect when survey scores will be available and when a Follow-Up Plan, if required, will be due. The following table has the latest information from the Business calendar for 12/31/06 and 3/31/07 PHAs.

	12/31/06 FYE		3/31/07 FYE	
	Start Date	End Date	Start Date	End date
PHA residents surveyed	3/22/07	5/23/07	3/22/07	5/23/07
PHA survey results available in RASS	6/18/07	6/18/07	6/18/07	6/18/07
PHA certifies Follow-Up Plan	6/18/074/9/07	7/5/07	6/18/07	7/5/07

### Certificates of Insurance

We take this opportunity to remind PHAs of some of the required insurance certificates for when a PHA enters into a contract. These documents are critical to help protect the PHA's interest.

Before entering into a contract with an Architect-Engineer (A/E) for design services, it is necessary that the owner receives a Certificates of Insurance from the A/E for Commercial or Comprehensive General Liability Insurance, Professional Liability Insurance (for a period ending two years past the date of completion of construction), and other insurance as required by law.

Before awarding a construction contract, it is necessary that the owner receive from the contractor and each subcontractor, Certificates of Insurance in the amount(s) not less than that amount required by State laws, showing following insurance is in force and will insure all operations under the Contract:

- (1) Worker's compensation.
- (2) Commercial General Liability.
- (3) Automobile Liability on owned and non-owned motor vehicles.
- (4) Builder's Risk.

Please note the General Contract Conditions for Small Construction/Development Contracts (contracts less than the PHAs procurement policy small purchase procurement limit), form HUD-5370-EZ, does not require Builder's Risk Insurance for modernization work which does not involve structural alternations or additions and where the PHA's existing fire and extended coverage policy can be endorsed to include such work.

If you have any questions, please contact your assigned Facilities Management Specialist.

## HUD Region VIII Customer Service Survey

In order to evaluate and improve customer service in the delivery of HUD's programs, the Denver Regional office invites you to take a brief survey. There are only 7 questions and they should take less than 5 minutes to complete. Your responses are strictly confidential unless you provide your contact information. You can access the survey at the following address:

<http://www.hud.gov/utilities/intercept.cfm?http://www.surveymonkey.com/s.asp?u=950163037505>

We hope that you will take this opportunity to provide useful feedback for the Denver Regional office. We want to do the best job possible in providing quality customer service. Many of you may see this survey from other Region VIII HUD offices that you do business with. Please feel free to share this survey with your staff so they can provide feedback for the HUD programs and offices they deal with. We would appreciate receiving your responses by March 16, 2007.

## Violence Against Women Act (VAWA) – Update

On December 27, 2006 HUD issued PIH Notice 2006-42, Violence Against Women and Justice Department Reauthorization Act 2005 Form HUD-50066 Certification of Domestic Violence, Dating Violence, or Stalking. The Violence Against Women and Justice Department Reauthorization Act of 2005 (VAWA) protects tenant and family members who are victims of domestic violence, dating violence, or stalking from being evicted or terminated from housing assistance based on acts of such violence against them. VAWA applies both to PHAs administering public housing and Section 8 programs and to owners renting to families under Section 8 rental assistance programs. In general, the law provides that criminal activity directly relating to domestic violence, dating violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of assistance, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or the threatened victim of that abuse. VAWA also provides that an incident(s) of actual or threatened domestic violence dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim (or threatened victim) and will not be "good cause" for the termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

PIH Notice 2006-42 also provides guidance regarding form HUD-50066. PHAs may have participants use this form to certify he/she is a victim of domestic violence, dating violence, or stalking. In lieu of a certification, a tenant may provide to PHAs, managers or owners, (1) a federal, State, tribal territorial, or local police record or court record; (2) documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from which the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse. If an individual does not provide the form HUD-50066 or the information that may be provided in lieu of the certification by the 14<sup>th</sup> business day (or any approved extension), none of the VAWA protections afforded to the victim of domestic violence, dating violence or stalking will apply. The notice also has useful information on privacy considerations that PHAs, managers and owners should be aware of.

Recent Issuances



### Federal Register Issuances – Funding Opportunities:

- 12/27/06: Announcement of Funding Awards for the Housing Choice Voucher Program; Fiscal Year 2006

### Federal Register Issuances – Rules and Program Changes:

- 12/27/06: Hurricanes Katrina, Rita, and Wilma Disaster Areas; Extension of Regulatory and Administrative Waivers Granted for Public and Indian Housing Programs To Assist With Recovery and Relief; Notice: Effective date is 12/28/06.
- 12/27/06: Streamlined Application Process in Public/Private Partnerships for the Mixed-Finance Development of Public Housing Units; Proposed Rule: Comment due date is 2/26/07.

### Federal Register Issuances – Information Collection:

- 12/15/06: Notice of Submission of Proposed Information Collection to OMB; Section 901 Notice of Intent and Fungibility Plan for Combining Public Housing Capital or Operating Funds, or Housing Choice Voucher Funds To Assist Displaced Families and Address Damages Caused Related to Hurricanes Katrina and Rita: Comment due date is 1/16/07.
- 12/19/06: Notice of Submission of Proposed Information Collection to OMB; Housing Counseling Training Program: Comment due date is 1/18/07.
- 12/19/06: Notice of Submission of Proposed Information Collection to OMB; New Approach to the Anti-Drug Program: Comment due date is 1/18/07.
- 12/20/06: Notice of Proposed Information Collection for Public Comment for Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program; Comment due date is 2/20/07.
- 12/21/06: Notice of Proposed Information Collection for Public Comment; Public Housing Inventory Removal Application on Reporting: Comment due date is 2/20/07.
- 12/28/06: Notice of Submission of Proposed Information Collection to OMB; Quality Control for Rental Assistance Subsidy Determinations: Comment due date is 1/29/07.

### Federal Register Issuances – Miscellaneous:

- 12/11/06: Semiannual Regulatory Agenda
- 12/22/06: Notice of Regulatory Waiver Requests Granted for the Third Quarter of Calendar Year 2006

### PIH Notices:

- Notice PIH 2006-41 (HA): Verification of Social Security (SS) and Supplemental Security Income (SSI) Benefits: Issued 12/19/06.
- Notice PIH 2006-42: Violence Against Women and Justice Department Reauthorization Act 2005 Form HUD-50066 Certification of Domestic Violence, Dating Violence, or Stalking: Issued 12/27/06.

### Reminders

- 1/8/07 – RASS Implementation Plan Certification due for 3/31/07 PHAs
- 1/30/07: Quarterly recertification of Enterprise Income Verification (EIV) users due
- 2/28/07: MASS Certifications and year-end financial statements due for 12/31/06 PHAs
- 3/1/07: Section 8 Management Assessment Program (SEMAP) certifications due for all 12/31/06 PHAs
- 3/22 - 5/23/07: Residents surveyed for 12/31/06 and 3/31/07 PHAs.
- 3/31/07: Audit reports due for 6/30/06 PHAs.

*OPH would like articles, comments, and/or questions from housing authorities in the Rocky Mountain Region.  
Please send these contributions to Ann Roman at [REAC\\_TAC@hud.gov](mailto:REAC_TAC@hud.gov). Thanks!*