February 9, 2023

Dear PHA Executives,

We are excited to announce the launch of the online submission of data in the Operating Fund (OpFund) Web Portal. This new technology will improve how your PHA submits data that is used to calculate your Operating Fund grant. The technology is replacing the Excel-based HUD-52723 and HUD-52722 forms with web-based forms, providing a stable software solution that closes the chapter on the cumbersome Excel process.

The new online submission module includes several new features to improve the user experience:

- Prepopulates nearly 90 percent of the data for quick and accurate submissions.
- Includes 3-year historical data that you can reference while completing your submission.
- Displays messages that ensure that submissions are complete and capture all necessary fields.
- Brings PHA submission and HUD Field Office review to a single online platform.
- Adds the ability to upload supporting documentation and add or edit comments to expedite HUD Field Office review.

Selected PHAs participated in User Acceptance Testing of the new online submission module. Based on that feedback, we anticipate the online submission module will increase data accuracy while reducing the time and effort it takes for your team to complete HUD-52723 and HUD-52722 submissions. We also expect you will notice improved collaboration with HUD Field Offices since you'll be able to review the same version of the forms together at the same time. The module also improves HUD's transparency with Operating Fund data and provides PHAs with real-time information on the status of Operating Fund submissions and changes to requested Operating Fund eligibility.

We are hosting training sessions for PHAs this month both before and after we launch the module. In addition, we will host ongoing OpFund Connect+ virtual sessions with PHAs to provide interactive training and a live open forum to address questions. We will also provide digital training videos and user guides.

PIH looks forward to supporting PHAs in the successful transition to the new technology in the OpFund Web Portal. If you have follow-up questions, please send an email to opfundwebportal@hud.gov.

Many thanks,

Dominique
General Deputy Assistant Secretary
Office of Public and Indian Housing