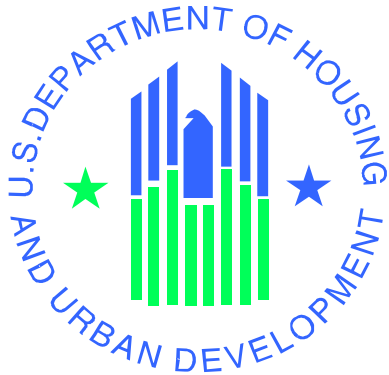


PHA User Guide

CY 2009 PHA HUD-52723 Excel Tool

Operating Fund: Calculation of Operating Subsidy



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing – Real Estate Assessment Center (PIH-REAC)

Financial Management Division

January 29, 2009 ***UPDATED***

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I. Introduction

Pursuant to Notice PIH 08-33, Public Housing Agencies (PHAs) submit form HUD-52723 electronically in an Excel Tool (for each project) to their local HUD field office.

The following data are pre-populated in the Excel Tool:

- PHA Identifier: Name and address of PHA; ACC Number; DUNS Number & ROFO Code;
- PUM Project Expense Level (PEL – Line A1);
- PEL Inflation Factor (Line A2);
- PUM Formula Income (Line B1); and
- PUM Transition Funding (Line C2).

Note: The Excel Tool for CY 2009 does not pre-populate any unit status information.

The following data are locked:

- Costs attributable to changes in federal law, regulation, or economy (Line A15) &
- Other (Line C3).

Data entry for Self-Sufficiency (Line A7) is available only to PHAs included in the EDSC list (to be posted on the web). Warnings and error messages flash whenever inappropriate data is entered in the data entry fields.

Note: PHAs **must submit** forms SF-424, HUD-50071 and HUD-52722 while submitting the Excel Tool to their respective Field Offices. We encourage PHAs to submit these forms via email. Forms could be scanned and attached to the email or faxed to the Field Office.

II. Obtaining the Excel Version of HUD-52723

Financial Management Division (FMD) made the Excel Tools available to all PHAs on the Asset Management website at the following link:

<http://www.hud.gov/offices/pih/programs/ph/am/of/opfnd2009.cfm>

PHAs having difficulty in downloading the forms should contact their local HUD field office immediately.

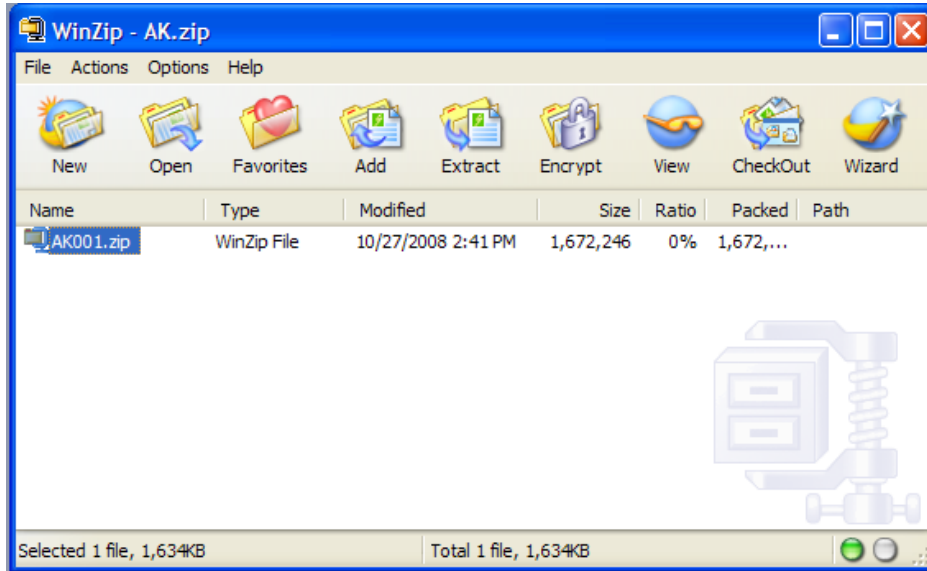
Given below are the steps to be followed for saving the required file:

1. The Excel Tools will be posted at state level as shown in the figure below:

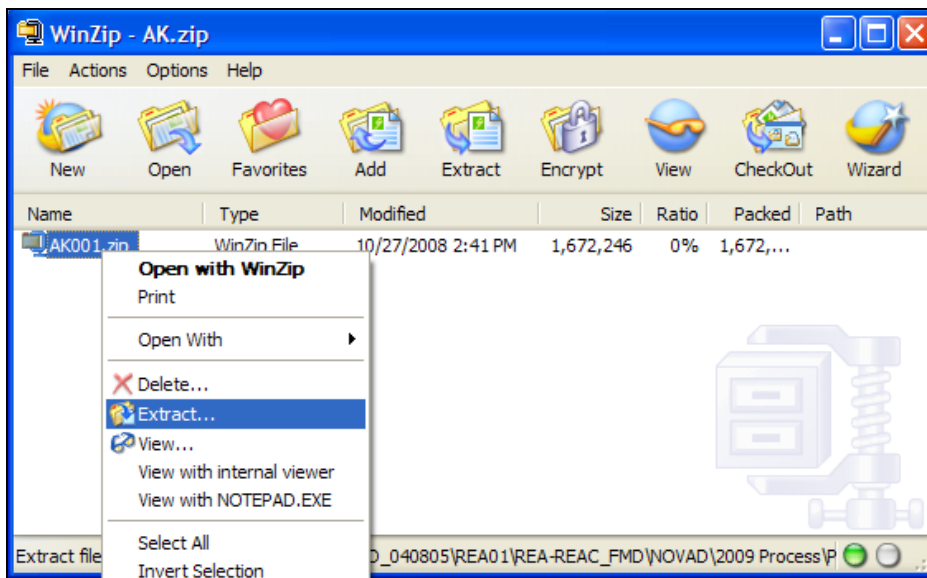
State/Territory	Interim
Alaska	AK
Alabama	AL
Arkansas	AR

Create a folder 'HUD-52723 Excel Tool' on your desktop or any other safe location.

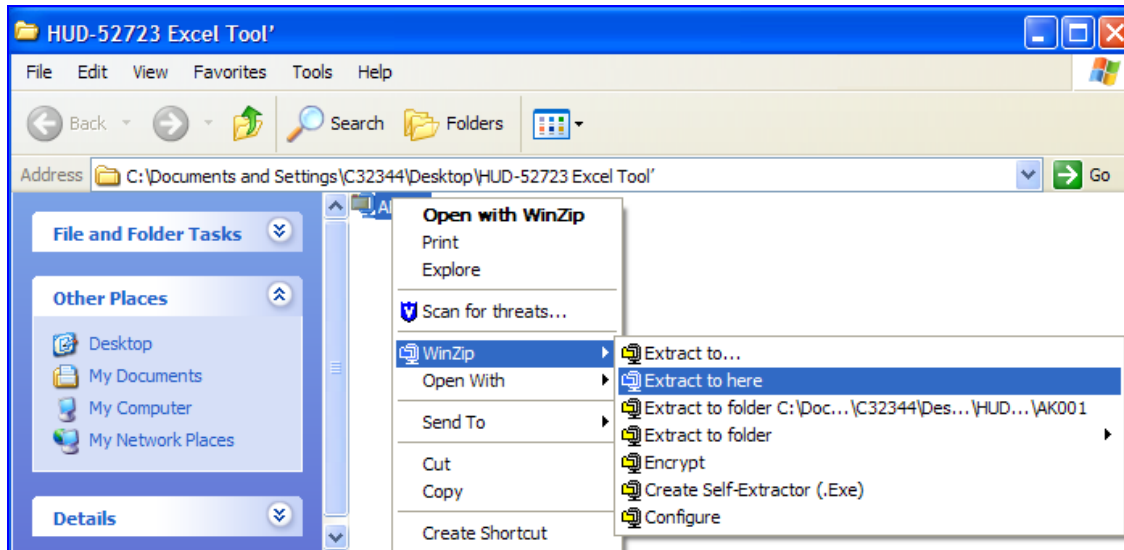
2. Click on the required state link. This will open a zipped file by State e.g. AK.zip. Double click this zipped file. It contains zipped file(s) using the naming convention of the 5-digit PHA code followed by a .zip extension e.g. AK001.zip. The number of Excel files corresponds with the number of PHAs in that State.



3. Right Click on your PHAs zipped file, choose the 'Extract' option and extract it to the folder created as per Step-1.



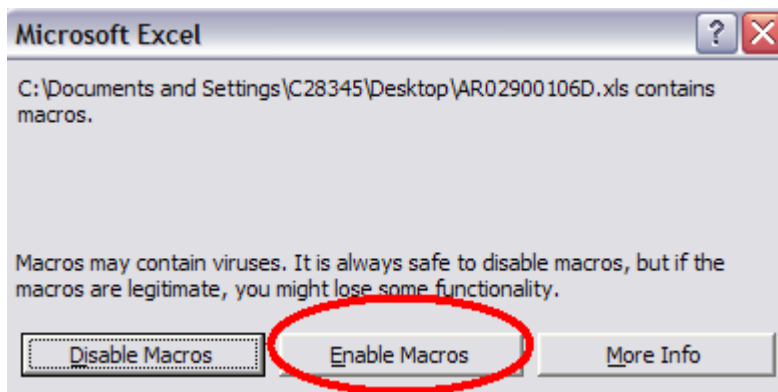
4. Right click on the extracted zipped file and select the option 'Extract Here' as shown in the below figure. This zipped file will contain Excel File(s) with the naming convention of PHA's operating fund project number, an 11-digit alpha numeric code e.g. AK001000213.xls. The number of Excel files corresponds with the number of PHA projects eligible for funding. All the extracted files from the zipped folder will be visible in this folder i.e. 'HUD-52723 Excel Tool'



Note: All Excel forms are in the Excel 2003 format. Return all completed forms in the same format.

III. Opening and Saving the File

Double click and open each Excel file/tool in order to review, validate and/or enter information. When prompted regarding Macros, click the **Enable Macros** button otherwise all of the features of the PHA 52723 Excel Tool will not operate properly.



If asked for a password to open the Excel Tool, this indicates that the Excel security settings are set too high. The Excel security settings need to be changed temporarily:

1. Open Excel **BEFORE** opening the HUD PHA 52723 Excel Tool, (Start Menu -> All Programs -> Microsoft Excel).
2. Use the following menu path: Tools -> Macros -> Security. Change the security level to Medium or Lower.
3. Now follow the path: Tools -> Options -> Calculation: If the calculation is set to 'Manual', change the 'Calculation' to 'Automatic' and click 'OK'.

- Close Excel and open the HUD PHA 52723 Excel Tool. Excel will no longer ask for a password but will ask to enable macros. Select 'Enable Macros' for full function of the Tool.

IV. Understanding the Excel Tool

The PHA 52723 Excel Tool is a replica of the paper form HUD-52723. However, the Excel form uses color-coding to guide users. As a general reference, fields that are yellow can be edited. Fields that are orange are locked (i.e. not editable) and calculated by formulas, which HUD Field Offices review and approve. Cells that are black are not used and locked.

Black cells are not used in form subsidy calculation and can not be edited.

Categorization of Unit Months:						
Occupied Unit Months						
01	Occupied dwelling units -- by public housing eligible family under lease	0	0	0	0	0
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0	0		0	0

Yellow cells are open for input of PHA data

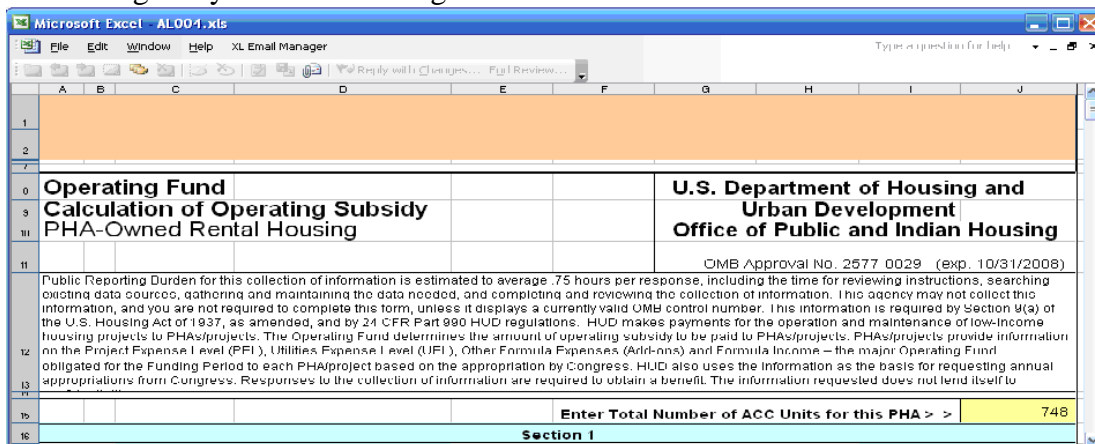
Orange cells are calculated and locked to prevent PHA data entry

To maintain the integrity of the PHA 52723 Excel Tool, many of the Excel menu options have been removed. This includes cutting, copying and pasting data.

V. Completing the Excel Tool

Note the following while completing the data in the Excel Tool.

- PHA Unit Count.** Enter the ACC units count in the yellow field as shown in the figure below. This is the PHA-wide unit count and not the Project unit count. The value entered here determines the eligibility for Asset Management Fee on Line A12.



2. **UEL.** PUM Utilities Expense Level, Line A05, comes from the 2009 form HUD-52722, Line 26.
3. **PILOT:** The PILOT add-on is based on the following line items from the Low Rent Public Housing column of the project's most recent approved audited FASS-PH Financial Data Schedule (FDS) submission:

- 703 Net Tenant Rental Revenue
- 931 Water
- 932 Electricity
- 933 Gas
- 934 Fuel
- 938 Other Utilities

The add-on is calculated by subtracting lines 931 through 938 from line 703 and multiplying the result by 10%. The calculated amount is posted to the Asset Management website. To determine a project-level PILOT amount, PHAs must reasonably allocate these amounts to each project. The sum of the allocations should not exceed the FDS PILOT for the PHA. A higher amount for new projects may be requested based on proof of payment. Amounts based on estimated PILOT costs cannot be used.

4. **Audit Cost:** The audit cost add-on is based on the PHA's most recent approved audited FASS-PH FDS submission (FDS Line 912), Low-Rent Public Housing column, which is posted to the Asset Management website. To determine a project-level audit cost amount, PHAs must reasonably allocate these amounts to each project. The sum of the allocations should not exceed the FDS audit cost. A higher amount for new projects may be requested based on proof of payment. Amounts based on estimated audit costs cannot be used.
5. **Asset Management Fee:** Pursuant to the Consolidated Appropriations Act, 2008 Pub. L. 110-161, the Excel Tool is currently programmed to calculate asset management fee as follows:
 - PHAs with more than 400 units; \$4 PUM
 - PHAs with 250 to 400 units that elect asset management; \$4 PUM
 - PHAs with fewer than 250 units that elect asset management; \$2 PUM
 - PHAs with 400 or fewer units that do not elect asset management; \$0 PUM
6. **Transition Funding.** For decliners, the transition funding is 57 percent of their PUM decline. For PHAs with approved Stop-Loss applications for Year 1 transition funding is 95% of their PUM decline.
7. **Stop-loss.** Adjustments in transition funding for decliners with approved Year 2 Stop-Loss applications will be made at HQ during CY 2009.

VI. Sending Excel Tools to Field Offices

Once the review/validation and/or changes are complete, save changes to your Excel file. Now zip these files into one zip file. The zip must be saved using the following naming convention:

PHA Code + 2009Form + .zip
 e.g. AK0012009Form.zip

Email this zipped file as an attachment to your field office. Please include the following in the subject line of your e-mail:

PHA Code + Completed 2009 HUD-52723 Excel Tool

VII. Validation Checks

The Excel Tool uses a number of validation checks in the form of pop-up messages to ensure PHA enters valid data into cells. Table 2 lists all of the line numbers where pop-up messages on the Excel Tool may be encountered and the respective validation checks.

In order for a PHA to eliminate the error message and complete the form accurately, the cell data must be changed to meet the requirements listed in Table 2.

Table 2: 2009 PHA HUD-52723 Excel Tool Line Items and Validation Checks

Line Item	Name	Required Format	Message Type	Validation Check
Above Section 2	PHA wide ACC Units	Whole number	Stop error	Units must be a whole number and greater than 0 and must equal the total of all ACC units for all projects in that PHA.
Section 2.				
Units	On 7/1/2007	Whole number	Stop error	Units must be a whole number and greater than or equal to 0.
Units	Units Added to ACC	Whole number	Stop error	Units must be a whole number and greater than or equal to 0.
Units	Units Deleted from ACC	Whole number	Stop error	Units must be a whole number and greater than or equal to 0.
Units	Units on 6/30	Whole number	Warning	Units on 6/30 cannot be negative. The warning will continue to appear every time an entry is made this point forward, till this is corrected.
Lines 01	Occupied Dwelling Units	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 02	Occupied Dwelling Units – by Police etc.	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 03	New Units	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 04	New Units (10/1 to 12/31)	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 05	Units undergoing modernization	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Line 06	Special Use Units	Whole number	Reminder	Special Use Units are limited to 2 per 100 ACC units for entire PHA

Line Item	Name	Required Format	Message Type	Validation Check
Line 06a	Police Special Use Units	Whole number	Warning	Police Special Use Units (Line 06) should not exceed Occupied Dwelling Units (Line 02).
Lines 07-09	Vacant Unit Months	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Line 10	Units vacant due to changing market conditions	Whole number	Reminder	PHA should have an approved appeal or should have requested an appeal.
Lines 11	Units vacant and not categorized above.	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 12	Units eligible for Asset Repositioning Fee.	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 13	All other ACC units not categorized above.	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 17	Units included on line 01 but removed from Lines 01-11	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Section 3.				
A. 05	PUM Utility Expense Level	2 Decimals	Warning	An explanation is required if entered UEL is greater than \$300 or greater than +/- 15% of the 2008 UEL.
A. 07	Self-Sufficiency,	Whole number	Restricted Entry	Entry allowed only to PHAs on EDSC List (to be posted on the web).
A. 08-10	Energy Loan Amortization, PILOT, Cost of independent audit	Whole number	Stop error	Amount must be a whole number greater than or equal to 0.
A. 14	Asset repositioning fee	Whole number	Warning	Amount not to be entered if there are no units on Section 2, Line 12.
A. 15	Costs attributable to federal law changes	Whole number	Locked	This cell is locked.
B, 01	PUM Formula Income	Pre-populated	Warning	Field can be edited. Formula Income cannot be zero except in cases where cell has been pre-populated with \$0. If there is no formula income, then leave the field blank.
B, 02	PUM Change in utility allowances	2 Decimals	Stop error	Amount may be less than or greater than zero and must not have more than 2 decimal places.
C. 01	Moving-To-Work	Whole number	Warning	Amount must be a whole number greater than or equal to 0. Entry is allowed only for MTW PHAs with alternative subsidy calculation.
C. 02	Transition Funding	Pre-populated	Locked	Amount will change for PHAs approved for Stop Loss for Year 2.
C.03	Other	Whole number	Locked	This cell is locked.

VIII. Tips for Successful Submission of Excel Tool

HUD is aware of the following common issues regarding the HUD-PHA 52723 Excel Tool:

Issue 1: Formulas such as limited vacancies (Section 2, Line 14) or Asset Management Fee (Section 3, Line A12) show 0.

Solution 1: The user has likely not completed the ACC unit roll forward (units on 7/1, added units, deleted units) which is immediately below the Section 2 heading. User should complete the missing data.

Issue 2: The actual PILOT payment for a PHA for the same fiscal year was higher than the calculation provided by HUD for PILOT (PILOT = (Rent - Utilities) x 10%).

Solution 2: If the actual PILOT payment for a PHA for the same fiscal year was higher than the calculation, the actual PILOT payment should be filled on the HUD-52723 form. Please note the amount filled in on the HUD-52723 will always be the higher of the two.

Issue 3: The user is asked for a password to open the Excel Tool.

Solution 3: This message is an indicator that the Excel security settings are set too high. In this case, the Excel security settings need to be changed temporarily. Please use the following steps to change the Macro Security Settings:

- Open Excel without first opening the HUD PHA 52723 Excel Tool, (Start Menu> All Programs> Microsoft Excel).
- Use the following menu path: Tools -> Macros -> Security. Change the security level to Medium or Lower.
- Close Excel and open the HUD PHA 52723 Excel Tool. Excel will no longer ask for a password but will ask to enable macros. Select 'Enable Macros' for full function of the Tool.

IX. Technical Assistance

For problems or questions believed to be a common Excel program question, please first attempt to resolve these problems locally or using the Microsoft Excel help function.

For problems with the Excel Tool, the local Field Office should be contacted with an explanation of the problem.

X. Form SF-424, Application for Federal Assistance

This form is required as part of the government-wide *e-grants* management initiative. PHAs should make certain that the DUNS number reported on the form is correct. For operating subsidy application purposes, entries for the following required lines on the form may be filled out as follows:

- Line 5b (Federal Award Identifier): Enter PHA Code (first 5 digits of the Operating Fund Project Number from Section 1, Box 6, of the form HUD-52723)
- Line 12 (Funding Opportunity Number): Enter 9999
- Line 13 (Competition Identification Number): Enter 9999

The SF-424 must be signed in accordance with the form instructions for Line 21, **Authorized Representative:** (Required) to be signed and dated by the authorized representative of the applicant organization. Only one SF-424 is required to be submitted for each PHA regardless of how many projects it has.