



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-5000

OFFICE OF THE ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

Special Attention:

NOTICE PIH 98-52(HA)

Secretary Representatives;
State and Area Coordinators;
Directors, Office of Public Housing
Administrators, Office of Native
American Programs; Director, Financial
Management Center (FMC); Public Housing
Agencies Administering Section 8 Programs

Issued: 10/28/98

Expires: 4/30/99

Subject: Unavailability of HUDCAPS During December, 1998

1. **Purpose:** This Notice provides guidance to Public and Indian housing agencies and HUD staff regarding the upcoming downtime for HUDCAPS during December 1998.
2. **Applicability:** The scheduled downtime for HUDCAPS processing is applicable to all HUDCAPS users nationwide.
3. **Background:** As a result of the Financial Systems Integration (FSI) initiative currently underway at Headquarters, the Department's General Ledger and all associated accounting functionality will be migrated to the HUDCAPS system. Accordingly, all daily online processing in HUDCAPS will be suspended from November 30 through December 11, 1998.
4. **Process:** In anticipation of the suspension of HUDCAPS processing, Financial Management Center (FMC) and field office staff are encouraged to contact housing agencies with a December 31 FYE to submit forms HUD-52663, 52672 and 52673 for Fiscal Year 1999 no later than November 1, 1998. This action will ensure that the majority of the budget documents will be reviewed and payment schedules entered in HUDCAPS before the system is shut down. Budgets received subsequent to November 1, 1998 could experience delayed payments for the January 1, 1999 payment cycle.
5. **Notification to Housing Agencies:** Attached is a draft notification letter to advise housing agencies of this requirement.

6. **Contact:** Questions should be addressed to Mary C. Conway,
Director, Section 8 Finance Division.

/s/ Deborah Vincent
General Deputy Assistant Secretary
for Public and Indian Housing

Attachment

Attachment

Draft Notification Letter to HAS
December 1998 HUDCAPS Unavailability

HA Executive Director
Anytown, USA

Dear:

SUBJECT: Early submission of January 1, 1999 Budgets

As a result of ongoing Financial Systems Integration initiatives at the Department of Housing and Urban Development, the HUDCAPS accounting system will not be available for processing Section financial documents from November 30 through December 11, 1998.

To ensure that your budget documents are processed timely and the January 1, 1999 payments are made to your agency on time, we recommend that Forms HUD-52663 and 52672/52673 budget documents for FY 1999 be submitted to this office no later than November 1, 1998. A backlog of budget documents received subsequent to this date could result in delayed payments for the affected housing agencies.

Thank you for your cooperation during this effort. Should you have any questions, please contact _____

Sincerely,

Director,
HUD or Program Center