

PHA User Guide

CY 2013 HUD-52723 PHA 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

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1. Introduction

For Calendar Year (CY) 2013, Public Housing Authorities (PHAs) will submit their HUD-52723 to U.S. Department of Housing and Urban Development (HUD), Financial Management Division (FMD) in Excel. The purpose of this “User Guide – CY 2013 PHA HUD-52723 Excel Tool” is to provide guidance and assistance in completing the CY 2013 PHA HUD-52723 Excel Tool (hereafter referred to as the “Excel Tool”) to arrive at the operating subsidy eligibility for their projects.

PHAs may refer to Notice PIH 2011-55 for further instructions on operating subsidy calculation submissions in Calendar Year CY 2013. **What’s New?**

Users will notice that following changes have been made to the 2013 Excel Tool since the 2012 Excel Tool was released:

- 1.1. **PHA name and address fields are locked.** PHA name and address field is pre-populated and not open for editing.
- 1.2. **Section -2 Unit Months data is pre-populated and locked.** Section 2, Categorization of Unit Months, Column A, Lines 01, 02, 05 - 13 are pre-populated and locked (except Lines 10 and 12 are not locked and are editable). Lines 03 and 04 are not pre-populated and are editable.

Note: Version 1.1 of the CY 2013 HUD-52723 PHA Excel Tool contains approximately 98% of all projects. These are projects for which the PIC data was available for pre-population. Version 2.0 of the CY 2013 HUD-52723 PHA Excel Tool has Section-2 unlocked and has been issued to include projects where PIC data was unavailable for pre-population. A list of projects included in Version 2.0 is contained in Appendix-B. If a PHA does not find the project at all, the local Field Office should be contacted.

- 1.3. **Total PHA ACC Units field is locked.** Total PHA ACC units are pre-populated and locked.
- 1.4. **First of Month (FOM) and Last of Month (LOM) data is pre-populated.** In addition to First of Month (FOM) unit months data, Last of Month data (LOM) is also pre-populated. If the user switches between FOM and LOM check boxes the data will pre-populate or change accordingly. Figure 1.1 and Figure 1.2; illustrate the change in unit months data when the selection is changed from FOM to LOM. Users must refer to Section 6.1 of this document to understand how switching from FOM to LOM or vice versa affects the pre-population of unit months data in the Excel Tool.

Note: If PHA would like to change the Total PHA ACC units or the unit months data in Section – 2 the PHA must refer to the ‘Unit Status Data Guidance’ posted on the Calendar Year 2013 Subsidy Processing web page.

Figure 1.1: First of Month Checkbox.

Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.
Categorization of Unit Months:				<input checked="" type="checkbox"/> First of Month			
				<input type="checkbox"/> Last of Month			
Occupied Unit Months							
01	Occupied dwelling units -- by public housing eligible family under lease	400		400		400	
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	390				390	
03	New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section			0		0	
04	New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating			0		0	
Vacant Unit Months							
05	Units undergoing modernization	360		360			
06	Special use units	340		340			

Figure 1.2: Last of Month Checkbox.

Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.
Categorization of Unit Months:				<input type="checkbox"/> First of Month			
				<input checked="" type="checkbox"/> Last of Month			
Occupied Unit Months							
01	Occupied dwelling units -- by public housing eligible family under lease	407		407		407	
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	397				397	
03	New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section			0		0	
04	New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating			0		0	
Vacant Unit Months							
05	Units undergoing modernization	367		367			
06	Special use units	347		347			

- 1.5. **Payment in lieu of taxes (PILOT is pre-populated).** Section 3, Part A, Line 09 is pre-populated and editable.
- 1.6. **Cost of Independent Audit is pre-populated.** Section 3, Part A, Line 10 is pre-populated and editable.

2. Obtaining the 2013 HUD-52723 Excel Tool

It must be noted that the Excel Tool is developed in MS Excel 2007 and MUST be completed and returned in the same format. Any PHA that does not have Microsoft Excel 2007 installed on their machine and is working off an older version of Microsoft Office i.e. MS Office 2003, a 60 day trial version of Microsoft Office 2010 may be downloaded from the following link:

http://www.microsoft.com/business/en-us/products/office2010/default.aspx?=-CR_CC&WT.srch=1&WT.srch=1&CR_SCC=200000271&fbid=H5gbXVwxnrB

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

NOTE: If a PHA is using a machine, which has combination of MS Excel 2010 and Windows 7/ Windows XP, the PHA Excel Tool may not allow for printing. In this case the PHA should follow steps in Section-5.4 i.e. “Tips for Successful Submission”.

The Excel Tool is compatible with Windows Operating System and not with the MAC operating system.

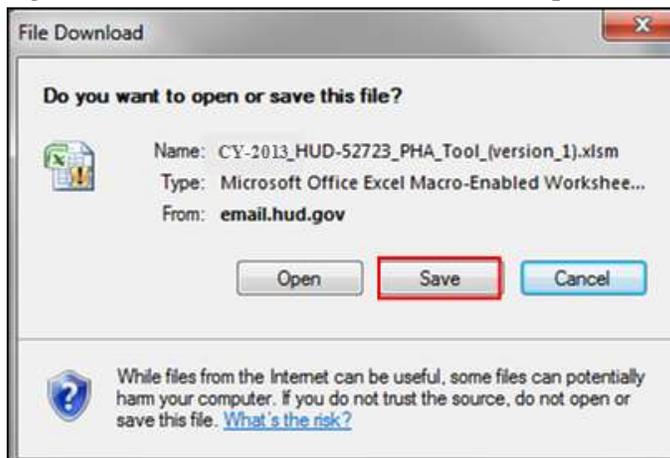
The steps given below should be followed for downloading and extracting the Excel Tool:

- 2.1. Create a ‘2013 HUD-52723 PHA Excel Tool’ folder on the desktop.
- 2.2. Click on the Asset Management website link below in order to download the Excel Tool i.e. ‘CY-2013 HUD-52723 PHA Tool_Version1.0’ and the prompt as shown in Figure 2.1 appears:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2013

Next, click on the “Save” button, highlighted in red in Figure 2.1

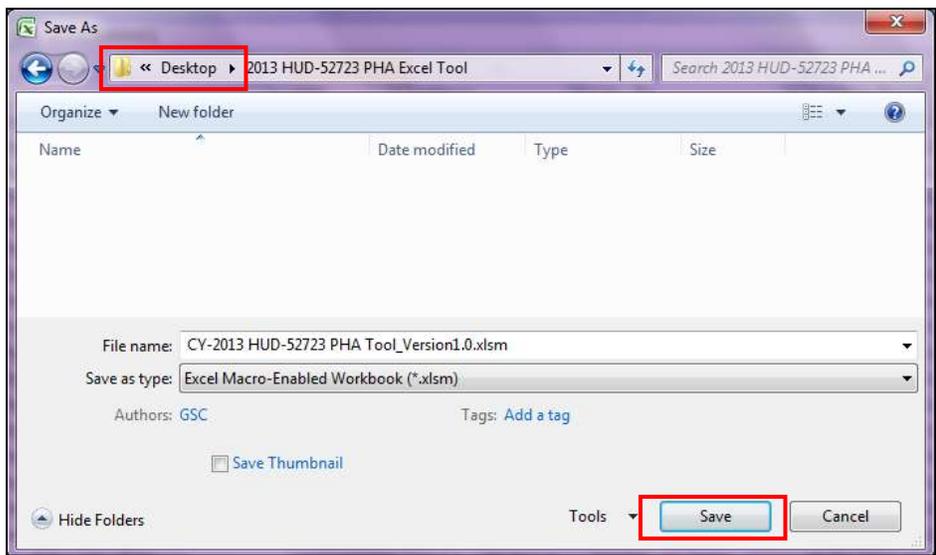
Figure 2.1: HUD-52723 Excel Tool “Save” Prompt



2.3. Select the location of the folder, created on the desktop in Step-2.1 and click on the “Save” button as shown in Figure 2.2:

Note: If a specific location is not selected the Excel Tool will save to the desktop by default.

Figure 2.2: Saving the Excel tool to the chosen location.

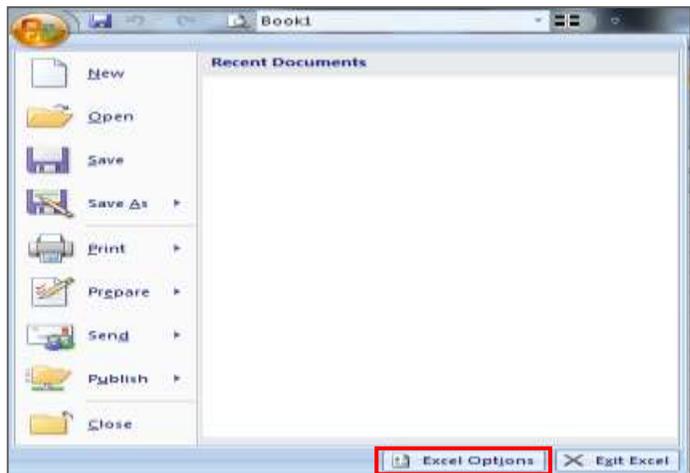


3. Enabling Macros

3.1. Enabling Macros in Excel 2007

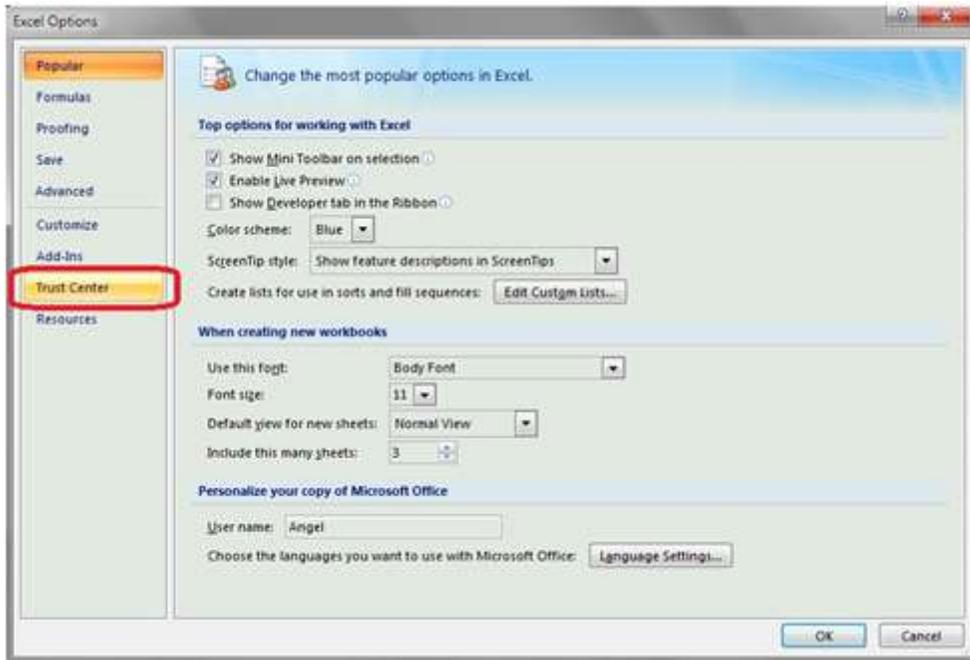
Excel must have macros enabled for the Excel Tool to work correctly. To enable macros, go to the ribbon to the top left of Excel and click on “Excel Options” as shown in Figure 3.1:

Figure 3.1: Ribbon and ‘Excel Options’ button in MS Excel 2007.



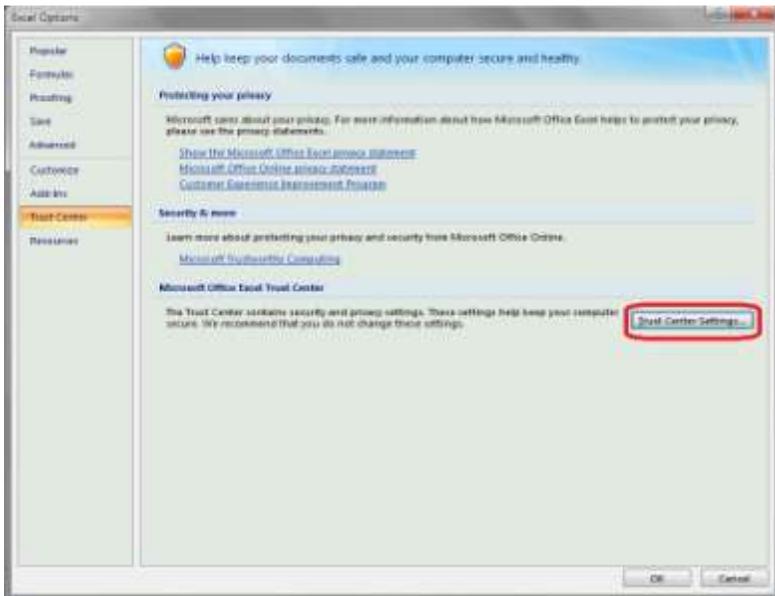
Next, click on “Trust Center” on the left side of the menu as shown in Figure 3.2:

Figure 3.2: ‘Trust Center’ button after clicking on ‘Excel Options’ button.



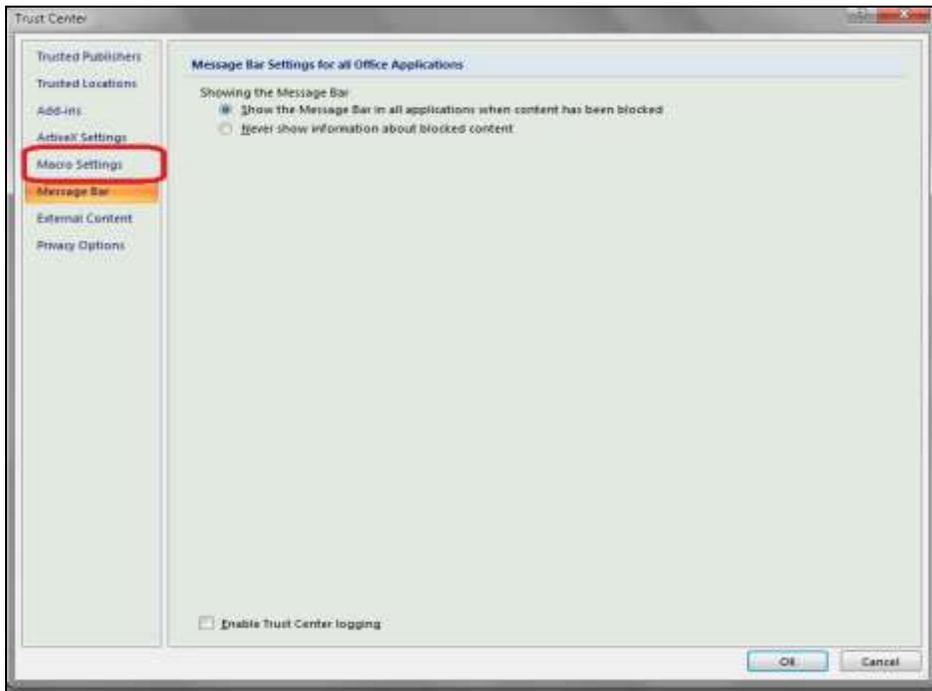
Click the button “Trust Center Settings” as shown in Figure 3.3:

Figure 3.3: ‘Trust Center Settings’ button after clicking on ‘Trust Center’ button.



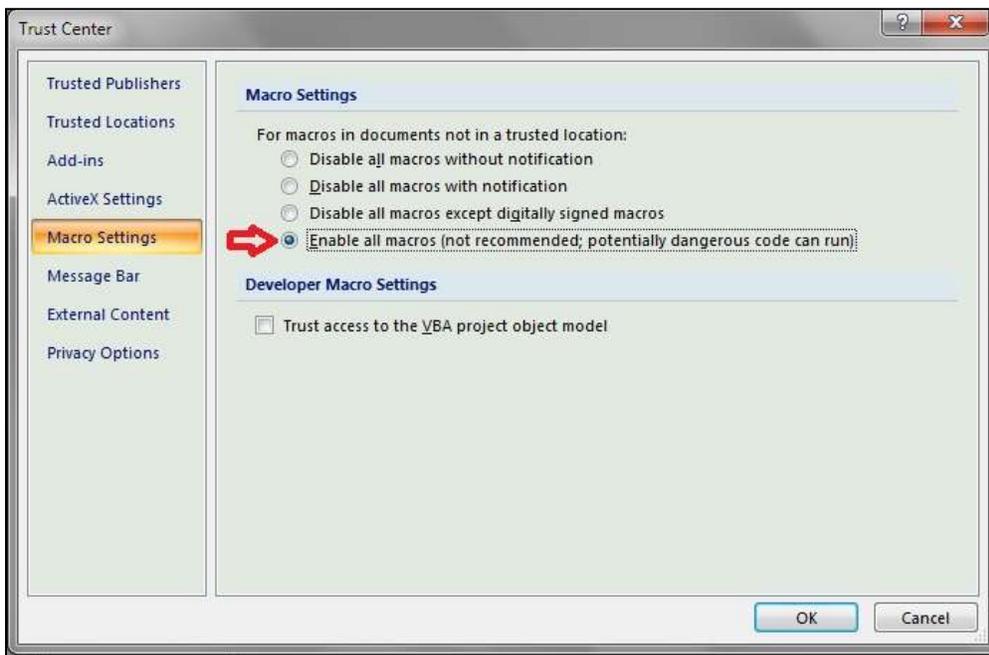
Once in the Trust Center window, click on “Macro Settings” as shown in Figure 3.4:

Figure 3.4: 'Macro Settings' button after clicking on 'Trust Center Settings' button.



Under “Macro Settings”, select the radio button “Enable all macros” as shown in Figure 3.5, then click OK (If this option is already selected, simply click on OK and proceed with the PHA Excel Tool).

Figure 3.5: 'Enable all Macros' button after clicking on 'Macro Settings' button.



Macros are now enabled and the PHA Excel Tool will work as intended. It is important to return to the “Macro Settings” window and return to the original setting (usually “disable all macros with notification” to ensure the security of your computer) after you have completed the PHA Excel Tool

3.2. Enabling Macros in Excel 2010

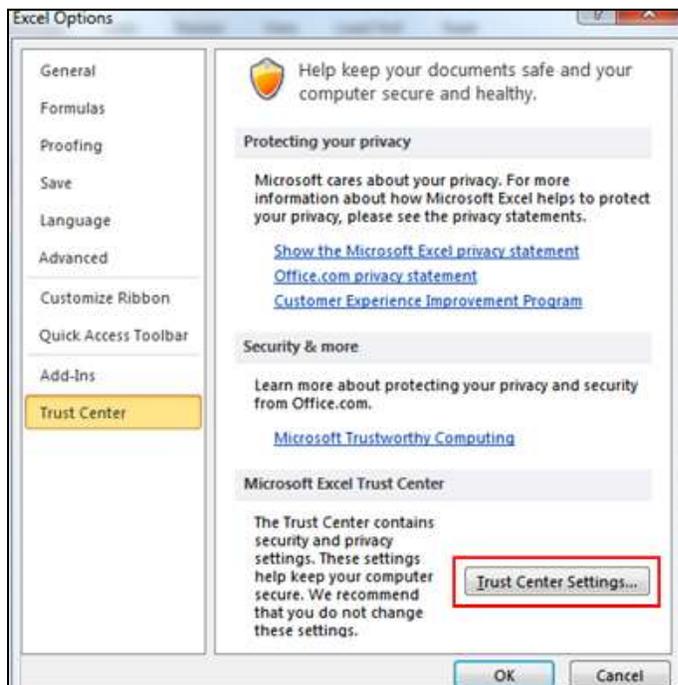
To enable macros in Excel 2010, click on the “File” button on the top left of Excel and click on ‘Options’ as shown in Figure 3.6.

Figure 3.6: Click on File and ‘Options’ button in MS Excel 2010.



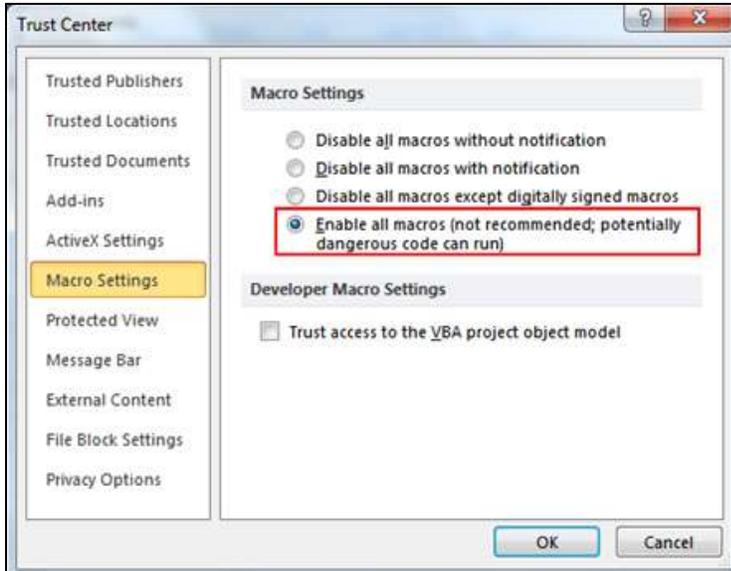
Next, click on “Trust Center” on the left side of the menu as shown in Figure 3.7.

Figure 3.7: Click on ‘Trust Center’ and then click on ‘Trust Center Settings’.



Click on “Macro Settings” in the Trust Center Settings window, then select the radio button “Enable all macros” and click on “OK” as shown in Figure 3.8 (If this option is already selected, simply click on OK and proceed with the UEL Excel Tool).

Figure 3.8: Click on ‘Macro Settings’ and then Select ‘Enable all Macros’

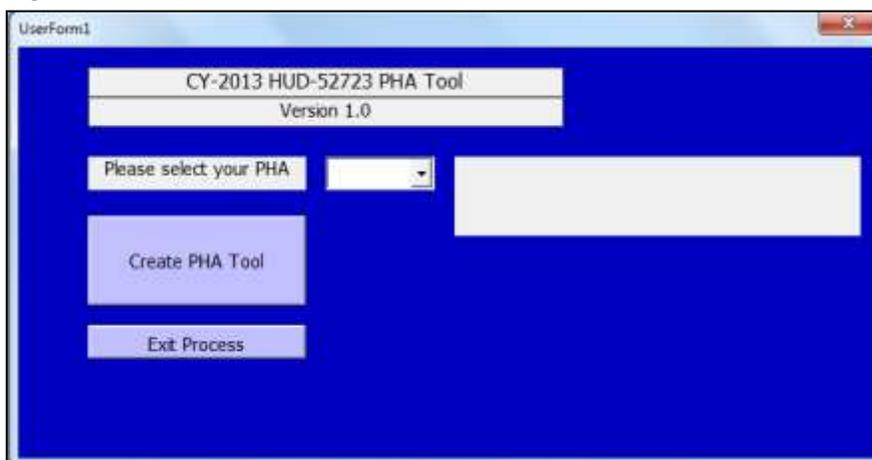


4. Creating & Completing the PHA-specific Excel Tool (PHA Excel Tool)

The following steps must be followed for creating the PHA Excel Tool:

- 4.1. Double-click on the “Excel Tool” that was saved per instructions in Section-2. The “PHA Selection Form” will appear as shown in Figure 4.1.

Figure 4.1: “PHA Selection Form”



- 4.2. Select the PHA by locating the PHA code in the drop down box as shown in Figure 4.2. Upon selecting the PHA code, the full name of the PHA will appear in the white text box to the right of the drop down menu as shown in Figure 4.3. Next, click on the “Click to create a customized download for PHA” button, as shown in Figure 4.3.

Figure 4.2: PHA Dropdown List

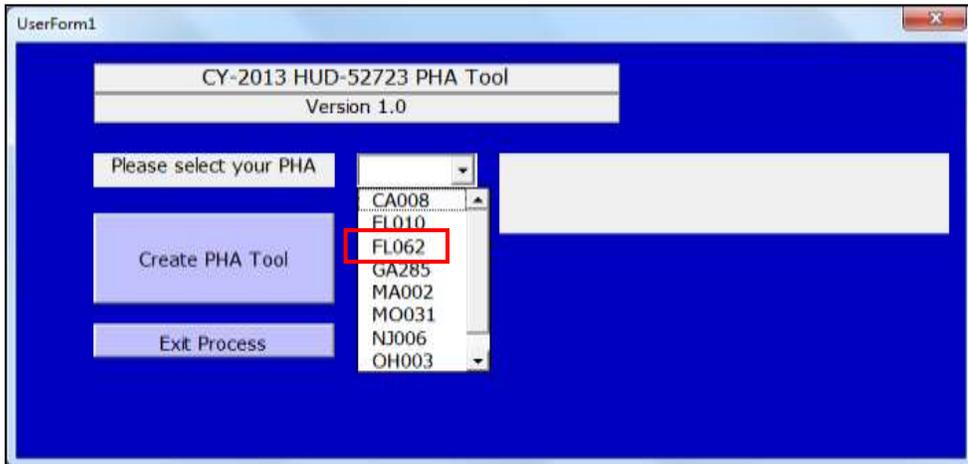
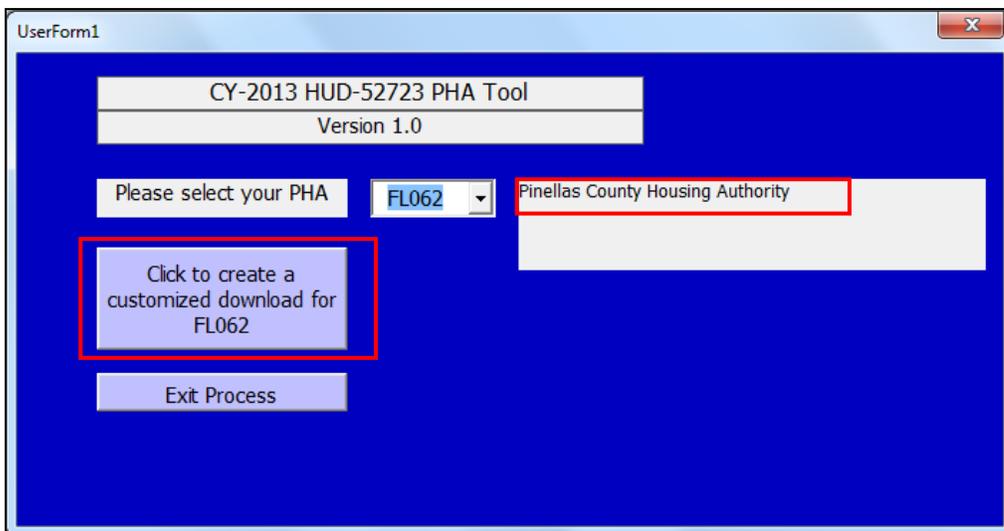


Figure 4.3: “PHA Selection” screen with a PHA Code



4.3. Upon Completion of Step-4.3, the “Save” prompt appears as shown in Figure 4.4. The user MUST select the folder on their desktop that was created in Section 2, Step-2.1 in order to save the PHA Tool (e.g. FL062_2013 PHA Tool-52723_Version 1.0_2012-08-15) saved as shown in Figure 4.5 (PHA Tool name is generated automatically), which will also result in easy file management.

If the user simply clicks “OK” without selecting another location, the PHA Excel Tool will be automatically saved to the desktop.

Figure 4.4: “Save” prompt for saving the newly created PHA Tool

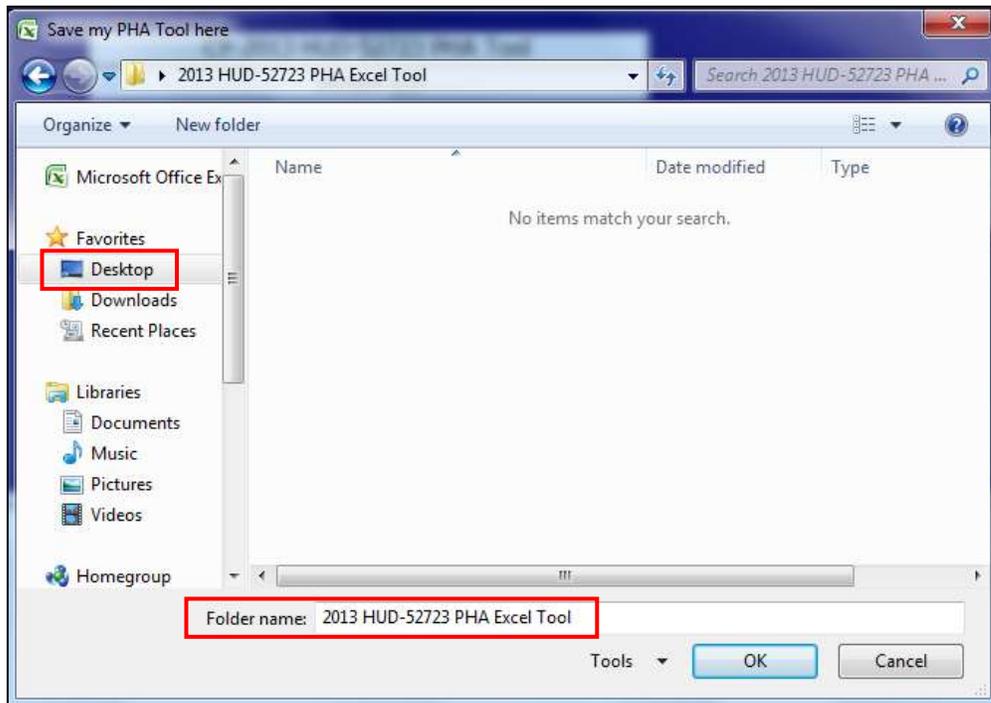
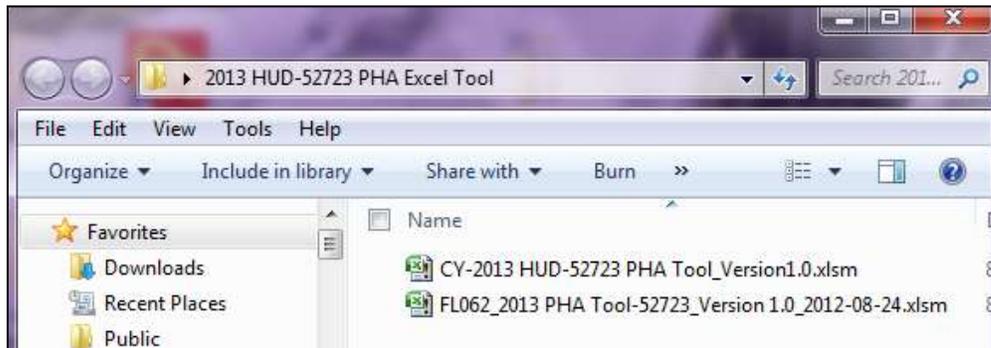


Figure 4.5: Folder structure after saving the PHA Tool



4.4. After completing Step-4.4, the PHA Excel Tool will launch itself and will appear as shown in Figure 4.6:

Figure 4.6: PHA Excel Tool Template.

At this point the “Load Project Data” & “Store Project Data” buttons are grayed out and are unavailable.

Note: If the wrong PHA code is selected during the PHA Excel Tool creation process please follow the following steps:

- 1) Delete the incorrect PHA Excel Tool from the location where it is stored.
 - 2) Follow Steps 4.1 through 4.5 in order to create a new PHA Tool.
- 4.5. Select a project from the dropdown menu and click on the “Load Project Data” button (it will appear in black once the project is selected) in order to begin working on a project submission as shown in Figure 4.7.

NOTE: If no project is selected the Tool will appear blank and will not show any data.

Figure 4.7: Project Dropdown Menu.

- 4.6. The project will now load with pre-populated (Figure 4.8) data. Once the project is loaded the “Store Project Data” button is available and the “Load Project Data” button is grayed out.

Figure 4.8: Load Project Data Screen.

Version 1.0		@FL062000010	Load Project Data	<<<This button Loads the Project Data
			Store Project Data	<<<This button Stores the Loaded Project Data
Operating Fund Calculation of Operating Subsidy PHA-Owned Rental Housing		U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp.05/31/2014)		
Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality. Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.				
Enter Total Number of ACC Units for this PHA > >				300

- Click on the “Store Project Data” button, once data entry has been completed for the loaded project as show in Figure 4.9. If the “Store Project Data” button is unavailable click on any cell on the Excel tool template. Clicking on this button stores the project information within the PHA Excel Tool. The user will notice that the “@” sign will disappear from the beginning of the project # which has just been stored, as shown in Figure 4.10

Figure 4.9: Storing and saving project data.

Version 1.0		@FL062000010	Load Project Data	<<<This button Loads the Project Data
			Store Project Data	<<<This button Stores the Loaded Project Data
Operating Fund Calculation of Operating Subsidy PHA-Owned Rental Housing		U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB Approval No. 2577-0029 (exp.05/31/2014)		
Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality. Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.				
Enter Total Number of ACC Units for this PHA > >				300

Note: The PHA file has already been saved as PHA_2013 PHA Tool-52723_Version1.0_Date.

Figure 4.10: @ sign is no longer there once the “Store Project Data” button is clicked.

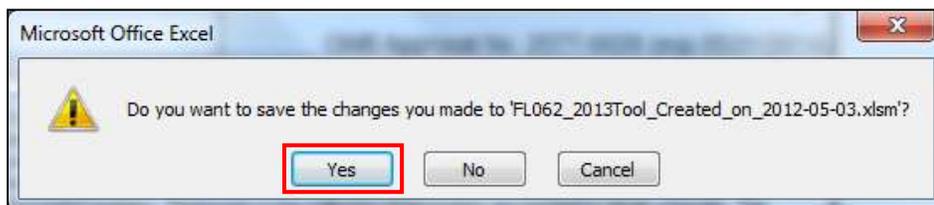
The screenshot shows the top section of the PHA Excel Tool interface. On the left, it says 'Version 1.0'. In the center, there is a dropdown menu with 'FL062000010' selected. Below the dropdown, a red box highlights the text 'Please Select a Project' and the selected project ID 'FL062000010'. To the right of the dropdown are two buttons: 'Load Project Data' and 'Store Project Data'. Below the buttons, there are two columns of text. The left column reads 'Operating Fund Calculation of Operating Subsidy PHA-Owned Rental Housing'. The right column reads 'U.S. Department of Housing and Urban Development Office of Public and Indian Housing' and 'OMB Approval No. 2577-0029 (exp.05/31/2014)'. At the bottom, there is a public reporting burden notice.

4.8. In order to complete submissions of all the projects in the PHA Excel Tool, the user must select the next project from the dropdown menu and follow steps 4.5 through 4.7 until the last project is completed.

5. Tips for Successful Submission

5.1. **Saving and Emailing the PHA Excel Tool:** When the user has completed all the projects in the PHA Excel Tool, the file can be closed by clicking on the close file button “” in MS Excel in the top right hand corner of the PHA Excel tool. The user will then be prompted to save changes to the file as shown in Figure 5.1.

Figure 5.1: Prompt for saving changes to the PHA Tool.



Clicking on the “Yes” button will save the changes to the file that were saved in Step 4.4. The saved file will have a “.xlsx” file extension. **Every PHA tool along with any backup documentation should be included into one zipped file and should be emailed, as an attachment to the PHA’s respective Field Office.** The following syntax should be used in the subject line of your e-mail:

PHA Code + Completed 2013 HUD-52723 PHA Excel Tool

5.2. **Project Deleted from inventory:** In case a PHA decides **not** to submit a particular project, then this project should not be loaded and stored. Thus, for a project that is not being submitted, it is ok to have an “@” sign before the project number in the dropdown menu. In

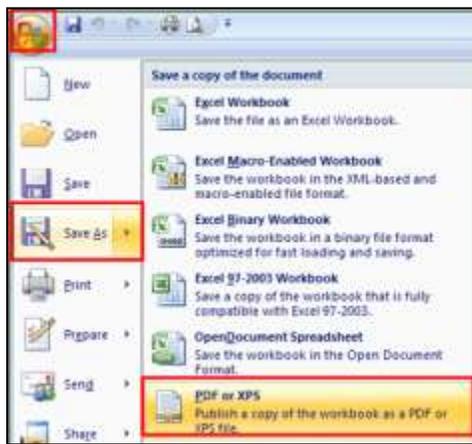
case the project is accidentally loaded and saved and the PHA would not like to submit, the PHA MUST inform their Field Office.

5.3. Printing the PHA Tool in MS Excel 2010: If the PHA is working on a machine that has a MS Excel 2010 and Windows 7/Windows XP the PHA Excel Tool may not allow for printing. In this case the following steps must be followed:

5.3.1. Create a folder “Print 2013 HUD-52723 PHA Tool” on the desktop.

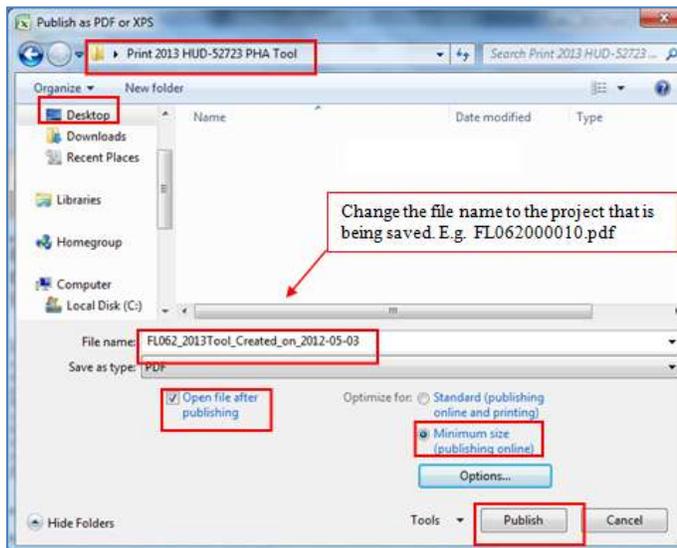
5.3.2. Open the PHA Tool e.g. “FL062_2013Tool” and load the project that needs to be printed. Click on the ribbon on the left most corner of the file, now select “Save As” and then select “PDF or XPS” as shown in Figure 5.2.

Figure 5.2: File menu “Save As” option.



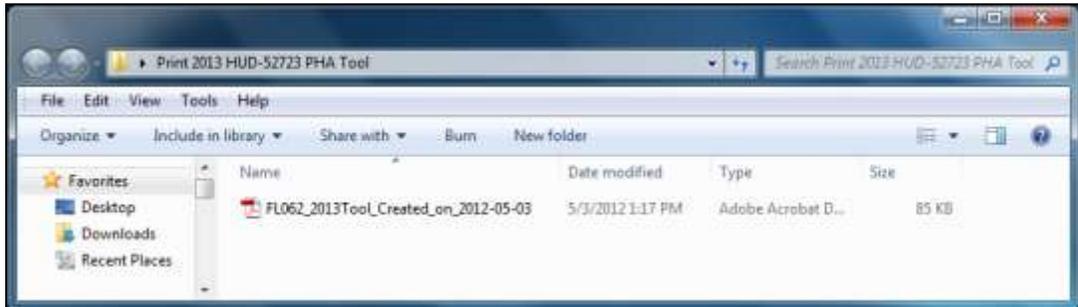
5.3.3. Upon selecting “PDF or XPS” a prompt as shown in Figure 5.3 will appear. The user must select the folder created in Step 5.3.1 and check the appropriate “Optimize for” options and the click on “Publish”.

Figure 5.3: Saving the PHA Tool as PDF for printing



- 5.3.4.** The file will be saved by the project name in the folder created in step 5.3.1 as shown in Figure 5.4., which can be opened and printed.

Figure 5.4: PDF file saved in the Print 2013 HUD-52723 PHA Tool folder.



NOTE: Steps 5.3.2, 5.3.3 and 5.3.4 will have to be followed in order to print any project in the PHA Tool.

6. 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 shown in Figure 6.1. As a general reference, “yellow” cells can be edited. “Orange” cells either contain pre-populated data or are calculated fields and are locked (i.e. not editable) for data entry. Cells that are black are not used and locked.

Figure 6.1: Color coding on the Excel Tool.

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

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

Figure 6.2: Matrix from Processing Notice.

Item Description	PHA Can Edit	Field Office Can Edit
Project Number	No	No
Name of PHA	No	No
Address of PHA	No	No
ACC Number	No	Yes
DUNS Number	Yes	Yes
Total number of ACC units for the PHA	No	Yes
Unit status data: Form HUD-52723, Section 2, Categorization of Unit Months, Column A, Lines 01, 02, 05-09, 11 and 13	No	Yes
PUM project expense level (PEL)	No	No
PEL Inflation factor	No	No
Utilities expense level (UEL) inflation factor	No	No
Payment in lieu of taxes (PILOT)	Yes	Yes
Cost of independent audit	Yes	Yes
PUM formula income	Yes	Yes
Transition funding	No	No

6.1. ‘First of the Month’ (FOM) or ‘Last of the Month’ (LOM) checkboxes: The PHA Tool comprises of two checkboxes as shown in Figure 5.2, to indicate ‘First of the Month’ or ‘Last of the Month’ unit months data. User will observe that ‘First of the Month’ is checked as default and the data loaded is ‘First of Month’ unit months data. The user may change the selection to ‘Last of Month’ and data will pre-populate accordingly.

Note: If the user makes any changes to Lines 10 or 12 and decides to change ‘First of the Month’ to ‘Last of the Month’ or vice versa, these lines will revert back to the original FOM/LOM data that was pre-loaded in the Tool.

Figure 6.3: Checkboxes for ‘First of Month’ and ‘Last of Month’.

Section 2						
Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:						
		ACC Units on 7/1/2011	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2012 (=)	
Requested by PHA					0	
HUD Modifications						
Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA
Categorization of Unit Months:				<input checked="" type="checkbox"/> First of Month		
Occupied Unit Months				<input type="checkbox"/> Last of Month		
01	Occupied dwelling units -- by public housing eligible family under lease	400		400		400

6.2. Utilities Expense Level (UEL): PUM UEL, Line A05, should be entered based on the PUM UEL calculated on the 2013 form HUD-52722 UEL Excel Tool, Line 26. For CY 2013, a new HUD-52722 UEL Excel Tool has been provided to calculate the PUM UEL.

6.3. Data entry for Self-Sufficiency (Line A7): Is available only to PHAs included in the EDSC list (posted on the web).

6.4. PILOT: The PILOT add-on is pre-populated in the 2013 PHA Excel Tool and is computed 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:

- 70300 Net Tenant Rental Revenue
- 93100 Water
- 93200 Electricity
- 93300 Gas
- 93400 Fuel
- 93600 Sewer
- 93800 Other Utilities

The add-on is calculated by subtracting lines 93100 through 93800 from line 70300 and multiplying the result by 10%. PILOT is pre-populated and editable in 2013 Tool. The calculated amount is posted to the Asset Management website. A higher amount for new

projects may be requested based on proof of payment. Amounts based on estimated PILOT costs cannot be used.

6.5. Audit Cost: Audit cost is pre-populated and editable in 2013 Tool. The audit cost add-on is based on the PHA's most recent approved audited FASS-PH FDS submission (FDS Line 91200), Low-Rent Public Housing column, which is posted to the Asset Management website. A higher amount for new projects may be requested based on proof of payment. Amounts based on estimated audit costs cannot be used.

6.6. Asset Management Fee: For CY 2013, the PHAs with less than 400 ACC units MUST select the "Eligible for an Asset Management fee" checkbox under Section 3, Line 12, in order to claim asset management fees. In the PHA Tool, PHAs should ensure that they check the appropriate certification(s) based on the following guidelines:

- If the PHA has more than 400 units, and is in compliance with asset management, certification 3 should be checked. PHAs with more than 400 ACC units will automatically receive \$4 PUM.
- If the PHA has between 250 and 400 units, and is in compliance with asset management, certifications 2 and 3 should be checked. PHAs with units between 250 and 400 will receive \$4 PUM.
- If PHA has less than 250 units, and is in compliance with asset management, certification 2 should be checked. PHAs with less than 250 units will receive \$2 PUM.
- If PHA has less than 400 units, and is not in compliance with asset management, neither certification 2 nor 3 should be checked. PHAs with less than 400 units and not in compliance with asset management will receive \$0 PUM.

If the appropriate certification(s) are not checked, the tool will not close. In case the Total PHA ACC Units are not pre-populated in the top right hand corner of the PHA Excel Tool, the respective Field Office must be informed. The Field Office analyst must enter the appropriate number while reviewing the Tool, so that the project is assigned the correct asset management fees.

6.7. Formula Income: For CY 2013, PUM Formula Income is pre-populated and is calculated pursuant to 'CY 2013 Formula Income Methodology ' guidance posted on the web at the following link:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2013

Resident-Paid Utilities Incentive checkbox: In accordance with the regulations at 990.185(a)(2), Projects with HUD-approved Resident-Paid Utilities Incentive must check the "Resident-Paid Utilities Incentive" box on Line 01, Section 3 Part B, 01. PHAs may reference the following two sites to check if they are in compliance with the Resident-Paid Utilities Incentive:

<http://portal.hud.gov/huddoc/incentive2013.pdf>

<http://portal.hud.gov/huddoc/example.pdf>

The financial data for calculating PUM Formula Income is derived from PHAs' financial data schedules (FDS) for FYEs 3/31/2011, 6/30/2011, 9/30/2011 and 12/31/2011.

6.8. Transition Funding: PUM Transition Funding amount is pre-populated only for PHAs with approved Stop Loss applications.

6.9. Section 4-Remarks section of the Excel Tool. For example, a requested change of more than 3% from the pre-populated value in Total Eligible Unit Months, Section 2, Column B, Line 15, in the PHA Tool will require an explanation in Section-4 of the Tool and the attachment of appropriate supporting documentation. In order to go to the next line for the same comment within a cell, the user must hit the 'Alt' and 'Enter' buttons on the keyboard together. If the user decides to edit the 'Remarks' Section after they have entered in comments they must press the F2 key on their keyboard/keypad; this will put the cell in edit mode and will not delete the previous notes made in Section 4.

6.10. Warnings and error messages flash whenever inappropriate data is entered in the data entry fields. Refer to Appendix A for the list of data validation checks.

Note: PHAs **must submit** forms SF-424 and HUD-50071 while submitting (emailing) the HUD-52722 and HUD-52723 Excel Tools to their respective Field Offices.

7. 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.

8. 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.

Appendix A: 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 1 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 1.

Table 1: 2013 PHA HUD-52723 Excel Tool Line Items and Validation Checks

Line Item	Name	Required Format	Message Type	Validation Check
Section 2.				
Units	On 7/1/2011	Whole number	Warning	Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Units	Units Added to ACC	Whole number	Warning	Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Units	Units Deleted from ACC	Whole number	Warning	Units must be a whole number and greater than or equal to 0, or else, the tool allow the user to proceed.
Units	Units on 6/30/2012	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 03	New Units	Whole number	Warning	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	Warning	Unit months must be a whole number and greater than or equal to 0.
Line 06a	Police Special Use Units	Whole number	Warning	Police Special Use Units (Line 06a) should not exceed Occupied Dwelling Units (Line 02). Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Line 10	Units vacant due to changing market conditions	Whole number	Warning	Unit months are pre-populated and the field is editable. PHA should have an approved appeal or should have requested an appeal. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 12	Units eligible for Asset Repositioning Fee.	Whole number	Warning	Unit months data is pre-populated and the field is editable. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 17	Units included on line 01 but removed from Lines 01-11	Whole number	Warning	Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
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 2010 UEL. The tool will not accept a UEL value with more than two decimal places. User must enter the UEL value with no more than two decimal places.
A. 07	Self-Sufficiency,	Whole number	Restricted Entry	Entry allowed only to PHAs on EDSC List (to be posted on the web).

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Line Item	Name	Required Format	Message Type	Validation Check
A. 08-10	Energy Loan Amortization, PILOT, Cost of independent audit	Whole number	Warning	Amount must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
A. 14	Asset repositioning fee	Whole number	Warning	Amount not to be entered if there are no units on Section 2, Line 12.
B. 01	PUM Formula Income	Pre-populated	Warning	Amount is pre-populated and the field is editable. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. The tool will not accept a Formula Income value with more than two decimal places. User must enter the Formula Income value with no more than two decimal places.
B.01	Resident Paid Utilities Incentive	Check Box	Warning	Pursuant to the guidelines provided in the 2013 Operating Subsidy website, please provide required documentation.
C. 01	Moving-To-Work	Whole number	Warning	Entry is allowed only for MTW PHAs with alternative subsidy calculation. Amount must be a whole number greater than or equal to 0.

Appendix B: List of projects in CY 2013 HUD-52723 PHA Excel Tool Version 2.0

#	PHA Code	PHA Name	Project
1	AL001	Housing Authority of the Birmingham District	AL001000035
2	AL002	Mobile Housing Board	AL002000011
3	AL002	Mobile Housing Board	AL002000014
4	AL002	Mobile Housing Board	AL002000015
5	AL002	Mobile Housing Board	AL002000022
6	AL049	Greater Gadsden Housing Authority	AL049000007
7	AL077	HA Tuscaloosa	AL077000013
8	AZ004	Community Services Department of Tucson	AZ004000050
9	AZ009	Housing Authority of Maricopa County	AZ009000004
10	AZ009	Housing Authority of Maricopa County	AZ009000006
11	AZ009	Housing Authority of Maricopa County	AZ009000010
12	AZ025	South Tucson Housing Authority	AZ025000002
13	CA001	San Francisco Housing Authority	CA001000964
14	CA001	San Francisco Housing Authority	CA001000965
15	CT004	Housing Authority of the City of New Haven	CT004000024
16	CT004	Housing Authority of the City of New Haven	CT004000025
17	DC001	D.C Housing Authority	DC001001112
18	DC001	D.C Housing Authority	DC001001113
19	FL062	Pinellas County Housing Authority	FL062000001
20	GA003	Housing Authority of the City of Athens	GA003000013
21	GA006	Housing Authority of the City of Atlanta Georgia	GA006000170
22	GA280	Flint Area Consolidated	GA280000002
23	HI001	Hawaii Public Housing Authority	HI001001105
24	IL025	Housing Authority of the County of Cook	IL025000001
25	IL025	Housing Authority of the County of Cook	IL025000002
26	IL025	Housing Authority of the County of Cook	IL025000013
27	IL025	Housing Authority of the County of Cook	IL025000015
28	IL025	Housing Authority of the County of Cook	IL025000020
29	IL025	Housing Authority of the County of Cook	IL025000022
30	IL025	Housing Authority of the County of Cook	IL025000024
31	IL025	Housing Authority of the County of Cook	IL025000030
32	IL025	Housing Authority of the County of Cook	IL025000031
33	IL025	Housing Authority of the County of Cook	IL025000098
34	IL025	Housing Authority of the County of Cook	IL025000099
35	IN017	Indianapolis Housing Agency	IN017000003
36	KY002	Housing Authority of Covington	KY002000002
37	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001001806
38	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001002802

#	PHA Code	PHA Name	Project
39	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001005106
40	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001005804
41	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001007801
42	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001064702
43	LA023	Housing Authority of the City of Alexandria	LA023000003
44	MA012	Worcester Housing Authority	MA012000020
45	MA013	Waltham Housing Authority	MA013000002
46	MA024	Brockton Housing Authority	MA024000004
47	MA025	Gloucester Housing Authority	MA025000002
48	MA035	Springfield Housing Authority	MA035000009
49	MA035	Springfield Housing Authority	MA035000010
50	MI058	Lansing Housing Commission	MI058009999
51	MI078	Manistee Housing Commission	MI078000002
52	MN044	HRA of Forest Lake, Minnesota	MN044000001
53	MN147	Dakota County CDA	MN147000003
54	MO058	Springfield Housing Authority	MO058000005
55	MO058	Springfield Housing Authority	MO058000006
56	MO058	Springfield Housing Authority	MO058000007
57	MS004	The Housing Authority of the City of Meridian	MS004000002
58	MT033	Missoula Housing Authority	MT033000003
59	NC011	Housing Authority of the City of Greensboro	NC011038140
60	NC019	Rocky Mount Housing Authority	NC019000005
61	ND014	Fargo Housing And Redevelopment Authority	ND014000005
62	NJ067	Bergen County Housing Authority	NJ067000006
63	NJ092	Morris County Housing Authority	NJ092000001
64	NY005	New York City Housing Authority	NY005000460
65	NY005	New York City Housing Authority	NY005000490
66	NY005	New York City Housing Authority	NY005000800
67	NY005	New York City Housing Authority	NY005000810
68	NY005	New York City Housing Authority	NY005000860
69	NY005	New York City Housing Authority	NY005000920
70	NY005	New York City Housing Authority	NY005000930
71	NY005	New York City Housing Authority	NY005000950
72	NY005	New York City Housing Authority	NY005000990
73	NY005	New York City Housing Authority	NY005001110
74	NY005	New York City Housing Authority	NY005001140
75	NY005	New York City Housing Authority	NY005001260
76	NY005	New York City Housing Authority	NY005001270
77	NY005	New York City Housing Authority	NY005001280

#	PHA Code	PHA Name	Project
78	NY005	New York City Housing Authority	NY005001330
79	NY005	New York City Housing Authority	NY005001340
80	NY005	New York City Housing Authority	NY005001400
81	NY005	New York City Housing Authority	NY005001850
82	NY005	New York City Housing Authority	NY005001870
83	NY005	New York City Housing Authority	NY005003770
84	NY005	New York City Housing Authority	NY005020460
85	NY005	New York City Housing Authority	NY005020950
86	NY005	New York City Housing Authority	NY005021260
87	NY005	New York City Housing Authority	NY005021270
88	NY005	New York City Housing Authority	NY005021280
89	NY005	New York City Housing Authority	NY005021330
90	NY005	New York City Housing Authority	NY005021400
91	NY005	New York City Housing Authority	NY005021850
92	OH001	Columbus Metropolitan Housing Authority	OH001000118
93	OH005	Dayton Metropolitan Housing Authority	OH005000012
94	PA060	Housing Auth of the County of Northumberland	PA060000002
95	RI003	Woonsocket Housing Authority	RI003000007
96	RQ005	Puerto Rico Public Housing Administration	RQ005010025
97	RQ005	Puerto Rico Public Housing Administration	RQ005010047
98	SC003	Housing Authority of Spartanburg	SC003000070
99	TN003	Knoxville's Community Development Corp.	TN003000006
100	TN003	Knoxville's Community Development Corp.	TN003000028
101	TN003	Knoxville's Community Development Corp.	TN003000030
102	TN003	Knoxville's Community Development Corp.	TN003000097
103	TN003	Knoxville's Community Development Corp.	TN003000098
104	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000002
105	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000003
106	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000004
107	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000005
108	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000006
109	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000007
110	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000008
111	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000009
112	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000010

#	PHA Code	PHA Name	Project
113	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000017
114	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000019
115	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000020
116	TX003	HOUSING AUTHORITY OF THE CITY OF EL PASO, TX	TX003000021
117	TX280	Karnes City Housing Authority	TX280100000
118	WA005	HA City of Tacoma	WA005000005
119	WI037	Stevens Point Housing Authority	WI037000001