



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

OFFICE OF PUBLIC AND INDIAN HOUSING

Date: March 13, 2013

To: Public Housing Executive Directors

From: Office of Public Housing Improvements, HUD

RE: Physical Needs Assessment Tool Training
RESCHEDULED WEBCAST TO 3/21/2013

Housing Authority Partners,

This is being sent to all Executive Directors at the contact addresses provided by PHAs in PIC. Executive Directors are asked to forward this to others in their organization particularly staff that coordinate and direct repair and replacement of the physical components of your public housing inventory. This session is also certainly appropriate for any provider contractors you may be working with and you are invited to share this with them.

THIS IS TO NOTIFY YOU OF THE RESCHEDULING OF THE TRAINING ON the Green Physical Needs Assessment (GPNA) tool FROM Wednesday February 27 TO THURSDAY, MARCH 21, 2013 FROM 1PM TO 4 PM eastern time. We apologize for the delay in presenting this training. Attached to this email is an advance copy of the PowerPoint slides to be used during the session to be conducted by Webcast and WebEx.

For the webcast on March 21, no advance reservation is required. It will be a live webcast with the opportunity to email questions during the session. To reach the first portion of the session go to www.HUD.GOV and navigate to the Videos/Webcasts page: <http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos>. Select "Watch today's webcast" before the time of the webcast. You should check your connection to the page a day or so in advance to be sure that you have access to videos and should consult your local IT provider if you are having trouble connecting. Live links for the webcast will appear on this page approximately 1/2 hour before the broadcast taking you to the video.

This webcast will build upon the previous webcast given on January 10 and it is recommended that participants view the January 10 webcast before this session. The prior webcast is archived and available for viewing at HUD.GOV webcast portal noted above. This MARCH 21 session will also be archived and posted in the same place by early April.

During the previous webcast, participants noted difficulty viewing the tool demonstration. The demonstration is much more legible in the archived copy if you would like to revisit that portion of the presentation. To address this issue, the demonstration portion of the MARCH 21 session will be conducted by WebEx. At approximately the halfway point of the session participants who wish to continue to the demonstration will be directed to leave the webcast page at HUD.gov and log into:

www.webmeeting.att.com and enter:

Meeting number: 8882854585

Participant code: 313866

For the voice connection call by phone to: 888-285-4585 and enter Code: 313866.

The number of connections to the WebEx portion of the training session will be limited and is first come first served so some may be unable to join if we reach capacity. As with the webcast on hud.gov, you should log in early. The first time you use the Web Meeting Service, you will need to download the client software. Web Meeting HELP & Software Downloads can be found at: <https://www.webmeeting.att.com> . If you are unable to join, again, the session will be archived for later viewing. Also, during both the webcast and the WebEx questions can be sent by email; all participants' phone connections will be on automatic mute to minimize potential disruption with the large number of people expected on the call.

With the MARCH 21 session we complete the initial round of trainings. We are reviewing your comments and planning further trainings in the future and will notify you as such additional training sessions may be scheduled.

PIC DATA

As described in the October 5 memo, the GPNA tool is available on the webpage noted above to begin working with. A data file in .xml format was attached to that email that contains your PIC data. Note that the data file is a machine readable file that you may or may not be able to open and that would not generally be legible to the non-technical reader. When imported into the blank GPNA tool that you download from our webpage it translates the data to readable text and puts it in the right places for you.

All PHAs are encouraged to take these initial steps of downloading the blank tool from the webpage, importing the PIC data into it, and reviewing the PIC inventory data for accuracy. The data provided does not include tenant or occupancy data. If you note a discrepancy in your PIC inventory data, you should begin the reconciliation process through PIC now. Beginning this process with accurate PIC data already in the tool will greatly minimize complications working with the GPNA and making the required submission at the conclusion of your process.

If your PIC inventory data has changed since October and you would like a more recently updated data file you may request a PIC data file from PHAPNA@hud.gov . Please note that this is a change of email address from the one currently on the webpage. Your request will be reviewed and the data file for your specific PHA will be emailed to you. Please be aware that we are only providing data sets to PHAs for their specific inventory. If a PHA wishes to have their data provided to another party the PHA needs to forward it to that party or specifically authorize the third party to receive the data. At this time we are working with a data set that is current to December 20, 2012. We are experiencing a delay in obtaining data more current. We hope to have this delay condition resolved in the near future.

IMPLEMENTATION SCHEDULE

As previously, the final rule that will require all PHAs to complete a PNA and integrated energy audit has been delayed and remains pending. At this time the earliest possible submittal due date for the first GPNA data will be December 1, 2013 for PHAs with a fiscal year end of 3/31.

We plan to issue an email to you at the time of rule publication that will specify due dates for each fiscal year end.

RESOURCES AND QUESTIONS

Please see our webpage for other information about the PNA and energy audit including the proposed rules, a detailed walkthrough demonstration webinar of the tool and other resource materials:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/physicalassessment

The prototype and operational downloads of the GPNA tool are at the page linked from the above:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/gpnatool

As reviewed above, the webcast training sessions and the HUD training day are or will soon be archived under the dates January 10, February 6, and MARCH 21 at the hud.gov webcast portal:

<http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos>

A list of Frequently Asked Questions was attached to the email sent to all PHAs on December 13, 2012. We are developing an updated version of the FAQ and will distribute it once it is completed.

If these resources do not address your questions, please contact your field office. Please note that this is a change from the webpage instruction for questions. The HUDPNA email address is inactive for direct information requests from PHAs.