



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

OFFICE OF PUBLIC AND INDIAN HOUSING

Date: February 25, 2013

To: Public Housing Executive Directors

From: Office of Public Housing Improvements, HUD

RE: Physical Needs Assessment Tool Training and Resources
POSTPONEMENT OF 2/27 WEBCAST

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 IS TO NOTIFY YOU THAT THE TRAINING ON the Green Physical Needs Assessment tool previously scheduled for Wednesday February 27 has been postponed due to an unanticipated broadcast schedule conflict. We are in the process of establishing a rescheduled date and will send a follow-up email with the new date.

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:

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

The next session will also be archived and posted in the same place shortly after it occurs.

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 by date conducted 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 and we attach another copy for your reference. 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.

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. 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 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.

IMPLEMENTATION SCHEDULE

As previously, the final rule that will require all PHAs to complete a PNA and integrated energy audit remains pending. When the rule is published it will trigger a cycle of required PNA data submission beginning no sooner than 150 days after the publication (120 days after the effective date of the rule). Precise due dates for specific PHAs cannot be determined until the actual publication date. There will be 4 due dates based upon the PHA's fiscal year end as follows:

Fiscal Year End	Due Date
March 31	December 1

June 30	March 2
September 30	June 2
December 31	September 1

As an example of the calculation of the first submission due date:

Assume Final Rule published: 4/7/2013

Effective date of Final Rule: 5/7/2013

First PNAs due after: 9/4/2013

Due date: 12/1/2013 (FYE 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.