



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

OFFICE OF PUBLIC AND INDIAN HOUSING

APR 15 2013

Dear Executive Director:

The Disaster Relief Appropriations Act, 2013 (P.L.113-2) provides HUD with the ability to make adjustments to PHAs' Housing Assistance Payment renewal funding and Administrative Fee eligibility for 2013 if they have been affected by a natural disaster in fiscal year (FY) 2013. In order to be eligible to apply for this adjustment, your PHA must have been affected by a disaster in an area for which the President declared a disaster during FY 2013 (October 1, 2012 – present) under title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170 et seq.).

Eligible public housing agencies (PHAs) must provide documentation that demonstrates the need for the adjustment. Applications should include evidence that your PHA is located within the presidentially declared disaster area and a written justification explaining how the disaster affected the PHAs' Housing Choice Voucher program. Examples of these effects could be decreased HAP costs due to loss of leased units and loss of administrative fees due to decreased ability to lease units in a disaster impacted area, and/or market rate increases from your 2012 per unit cost, etc. Applications must include evidence of the impact via data extracts from HUD systems such as VMS and/or PIC, or other PHA internal systems, and documentation for the most recent months as your PHA may have not yet reported March and April, 2013 HAP costs and leasing in VMS.

Please note that this adjustment authority (P.L.113-2) is not related to the HAP set aside *Unforeseen Circumstances* category; however, similar eligibility criteria as is used in the set-aside will be considered for adjustment purposes made under this authority.

PHAs must send an electronic or hard copy request along with the required documentation and justification by **close of business, Tuesday, April 30, 2013**. HUD **cannot** consider applications under this authority for PHAs which were impacted by disasters prior to October 1, 2012. Finally, applications should include a cover letter signed by the appropriate PHA official and must be submitted to HUD at the following mailbox:

PIH.Financial.Management.Division@hud.gov.

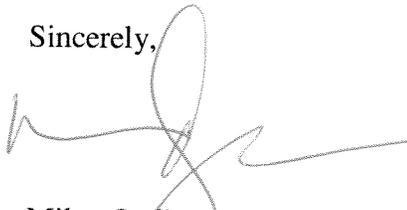
Applications will also be accepted via regular mail at the following address:

**U.S. Department of Housing and Urban Development
Office of Housing Voucher Programs
Attn: Miguel A. Fontanez, Director, Financial Management
Division
Room 4222
451 7th Street, S.W.
Washington, DC 20410**

If you chose to use regular mail, it is recommended that the applications be sent using overnight mail (USPS Express Mail, UPS, Fed Ex, DHL, etc.). Hand-delivered or standard delivery mail will be accepted; however, it is important to note that non-expedited mail (including Priority Mail from the Postal Service) has no guaranteed delivery time and is subject to the Department's security screening, which can delay delivery. Requests will only be accepted at the above location. Requests delivered to other locations **will not** be accepted. Requests not received on time **will not** be processed. Faxes **will not** be accepted.

Thank you again for your agency's efforts to assist the families affected by disasters. If you have any question, please contact the Financial Management Division by e-mail at PIH.Financial.Management.Division@hud.gov, or by phone at 202-708-2934.

Sincerely,

A handwritten signature in black ink, appearing to read 'Milan Ozdinec', with a long horizontal flourish extending to the right.

Milan Ozdinec
Deputy Assistant Secretary
Office of Public Housing and
Voucher Programs