

Technical Notes on HUD-52722 UEL Excel Tool & HUD-52723 PHA Excel Tool

In addition to the User Guides for the CY 2013 HUD-52722 UEL Excel Tool and the CY 2013 HUD-52723 PHA Tool, PHAs must note the following while completing their submissions:

#	Description	Course of Action
HUD- 52722 UEL Excel tool		
1	Only in case of large PHAs (more than 20 projects), when the UEL Excel Tool is opened and the user clicks on the 'Create PHA Tool' button, the form appears to be frozen.	Please note that the screen only appears to be frozen and is actually generating the PHA Level Tool. User must allow 2-3 minutes for completion of this process.
2	Issue: When "Flat Rate" incentive type is selected for a project and the "Actual Utility Cost" is entered on Line 16 and saved, the amount saves the first time. However, it does not appear when the project is reloaded. Status: Resolved in version 1.1. This version also included projects that were earlier missing on Version 1.0.	PHAs MUST use version 1.1. If the PHA has already entered data for other projects that do not have any "Flat Rate" incentive type, into version 1.0 they can email the same Tool to their Field Office for review. However, the PHA will have to complete version 1.1 for those projects that have a "Flat Rate" incentive type.
3	Version 1.2 includes 21 projects and the list is contained in Appendix-A.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52722 UEL Excel Tool Version 1.2.
4	Version 1.3 includes 19 projects and the list is contained in Appendix-B.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52722 UEL Excel Tool Version 1.3.
5	Version 1.4 includes 11 projects and the list is contained in Appendix-C.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52722 UEL Excel Tool Version 1.4.
6	Version 1.5 includes 3 projects and the list is contained in Appendix-D.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52722 UEL Excel Tool Version 1.5.
7	Version 1.6 includes 6 projects and the list is contained in Appendix-E.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52722 UEL Excel Tool Version 1.6.
<p>Note: Similar to 2012 HUD-52723 and HUD-52722 Excel Tools are NOT connected functionally. The Eligible Unit Months MUST be entered on Line 25 in the HUD-52722 UEL Excel Tool <u>for the UEL value to calculate</u>. Please refer to the note in Section-5.1 of the 2013 UEL Excel Tool User guide.</p>		
HUD- 52723 PHA Excel tool		
1	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 has been released for those projects where PIC data was unavailable and Section-2 is editable in this version. A list of 119 projects that are included in version 2.0 are included in Appendix-B in the 2013 HUD 52723 PHA User Guide.
2	If the PHA is working on a machine that has MS Excel 2010 and Windows 7/Windows XP the PHA Excel Tool may not allow for printing.	Alternate printing instructions have been provided in Section- 5.3 (Printing the PHA Tool in MS Excel 2010) of the 2013 PHA HUD-52723 User Guide, which is posted on the on the Operating Fund Website.

3	Version 2.1 includes 21 projects and the list is contained in Appendix-A.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52723 PHA Excel Tool Version 2.1.
4	Version 2.2 includes 19 projects and the list is contained in Appendix-B.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52723 PHA Excel Tool Version 2.2.
5	Version 2.3 includes 11 projects and the list is contained in Appendix-C.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52723 PHA Excel Tool Version 2.3.
6	Version 2.4 includes 3 projects and the list is contained in Appendix-D.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52723 PHA Excel Tool Version 2.4.
7	Version 2.5 includes 6 projects and the list is contained in Appendix-E.	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52723 PHA Excel Tool Version 2.5.
8	Version 2.6 includes 76 projects and the list is contained in Appendix-F. A second edition 09/05/13 of Version 2.6 was issued to update PELs in 12 Projects marked with an Asterisk in the Appendix-F	PHAs expecting Tools for New Projects/projects missing in earlier versions must use HUD-52723 PHA Excel Tool Version 2.6. Otherwise, contact your Field Office immediately.
General Note on the Excel Tools		
<p>1. The Excel Tools restrict certain MS Excel features in order to maintain data integrity. Thus, a User may encounter a loss of some MS Excel features (copy, paste, right click not working, etc.) after closing out of the Excel Tools. In order to restore all Excel features, the user must open the file "Restore_Excel_Menu_Bars" posted on the Operating Fund Website, click on the button "Restore Menu Bars" and then close the file.</p> <p>2. The PHA Tool and Field Office Tool should not be open at the same time. Each Tool must be completed one at a time.</p>		

APPENDIX -A

List of 21 new projects included in Version 2.1 of the HUD-52723 PHA Excel Tool and Version 1.2 of the HUD-52722 UEL Excel Tool:

#	PHA Code	PHA Name	PPN	FO Analyst
1	DC001	D.C Housing Authority	DC001005271	James Brown
2	DC001	D.C Housing Authority	DC001005370	James Brown
3	DC001	D.C Housing Authority	DC001005410	James Brown
4	GA003	Housing Authority of the City of Athens	GA003000014	Jorge L. Torres
5	GA280	Flint Area Consolidated	GA280000003	Lee Clark
6	IL015	Madison County Housing Authority	IL015001500	Joseph Nemedi
7	MO001	Housing Authority of the City of St. Louis	MO001000063	Douglas Robinson
8	MO001	Housing Authority of the City of St. Louis	MO001000064	Douglas Robinson
9	NJ021	Paterson Housing Authority	NJ021000019	Jenny Tsao
10	NJ036	Guttenberg Housing Authority	NJ036000002	Tinia Lowman
11	NJ036	Guttenberg Housing Authority	NJ036000003	Tinia Lowman
12	NJ036	Guttenberg Housing Authority	NJ036000004	Tinia Lowman
13	NJ092	Morris County Housing Authority	NJ092000201	Sharon Smith
14	NJ092	Morris County Housing Authority	NJ092000202	Sharon Smith
15	NJ092	Morris County Housing Authority	NJ092000203	Sharon Smith
16	NJ092	Morris County Housing Authority	NJ092000205	Sharon Smith
17	NJ092	Morris County Housing Authority	NJ092000207	Sharon Smith
18	PA024	Easton Housing Authority	PA024000008	Jim Gannone
19	PA055	Shamokin Housing Authority	PA055000001	Jim Gannone
20	PA067	Carbon County Housing Authority	PA067000001	Jim Gannone
21	TX014	Housing Authority of Texarkana	TX014000026	Nathan Haywood

APPENDIX -B

List of 19 new projects included in Version 2.2 of the HUD-52723 PHA Excel Tool and Version 1.3 of the HUD-52722 UEL Excel Tool:

#	PHA Code	PHA Name	PPN	FO Analyst
1	AL002	Mobile Housing Board	AL002000020	Vicky Gill
2	AL054	Florence H/A	AL054000005	Angela Thomas
3	FL008	Housing Authority of the City of Sarasota	FL008000005	Bibi Lachman
4	GA001	Housing Authority of the City of Augusta	GA001000180	Jorge Torres
5	IL005	Granite City Housing Authority	IL005000008	Joseph Nemedi
6	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001016604	Russel Mora
7	MA024	Brockton Housing Authority	MA024000003	Barry DesLauriers
8	MA035	Springfield Housing Authority	MA035000010	Gordon Emanuelson
9	MA037	Fitchburg H.A.	MA037000002	Barry DesLauriers
10	MI001	Detroit Housing Commission	MI001000041	Greg White
11	MI001	Detroit Housing Commission	MI001000042	Greg White
12	MI001	Detroit Housing Commission	MI001000051	Greg White
13	MI001	Detroit Housing Commission	MI001000052	Greg White
14	MT033	Missoula Housing Authority	MT033000005	Veronica Trau
15	NC020	Housing Authority of the City of Wilson	NC020000109	Deborah Harris
16	PA009	Reading Housing Authority	PA009000050	Marinucci
17	TN004	Chattanooga Housing Authority	TN004000034	Shirley Cochran
18	TX004	Housing Authority of Fort Worth	TX004000023	Lily Lu
19	VA001	Portsmouth Redevelopment & Housing Authority	VA001000017	Anthony Holt

APPENDIX -C

List of 11 new projects included in Version 2.3 of the HUD-52723 PHA Excel Tool and Version 1.4 of the HUD-52722 UEL Excel Tool:

#	PHA Code	PHA Name	PPN	FO Analyst
1	AL001	Housing Authority of the Birmingham District	AL001000041	James Walker
2	AL058	Winfield Housing Authority	AL058000004	Angela Thomas
3	FL071	Lake Wales Housing Authority	FL071000002	Bibi A. Lachman
4	FL083	Delray Beach	FL083000002	Michael J. Carney
5	GA011	Housing Authority of the City Decatur, GA	GA011000003	Sherrill Dunbar
6	HI001	Hawaii Public Housing Authority	HI001000052	Mei Tong
7	MN003	HRA of Duluth, Minnesota	MN003000013	Edstrom
8	RI005	The Housing Authority of the City of Newport	RI005000012	Tai Pope
9	TX073	Pharr Housing Authority	TX073000008	Byron Gulley
10	WA003	HA City of Bremerton	WA003000006	Alfred Heston
11	WA003	HA City of Bremerton	WA003000007	Alfred Heston

APPENDIX -D

List of 3 new projects included in Version 2.4 of the HUD-52723 PHA Excel Tool and Version 1.5 of the HUD-52722 UEL Excel Tool:

#	PHA Code	PHA Name	PPN	FO Analyst
1	AL047	The Housing Authority of the City of Huntsville	AL047000021	Anita Johnson
2	DE001	Wilmington Housing Authority	DE001000027	James Gannone
3	NY002	Buffalo Municipal Housing Authority	NY002000045	Donald McMahon

APPENDIX -E

List of 6 new projects included in Version 2.5 of the HUD-52723 PHA Excel Tool and Version 1.6 of the HUD-52722 UEL Excel Tool:

#	PHA Code	PHA Name	PPN	FO Analyst
1	AR004	Housing Authority of the City of Little Rock	AR004000028	Sandra King
2	KS001	Kansas City, KS Housing Authority	KS001000025	Peter Reeves
3	MS040	Mississippi Regional Housing Authority No. VIII	MS040000016	Francis Oglesby
4	NC003	HOUSING AUTHORITY OF THE CITY OF CHARLOTTE	NC003000059	Raquel K. Hardin
5	TN004	Chattanooga Housing Authority	TN004000035	Shirley Cochran
6	UT004	Housing Authority of Salt Lake City	UT004000405	Daniel Cline

APPENDIX -F

List of 6 new projects included in Version 2.6 of the HUD-52723 PHA Excel Tool and Version 1.7 of the HUD-52722 UEL Excel Tool:

#	PHA Code	PHA Name	PPN	FO Analyst
1	AL008	Selma Housing Authority	AL008000012	J. S. Przybyzewski
2	AL077	HA Tuscaloosa	AL077000014	Henry Nelson
3	AL137	Housing Authority of the City of Fayette	AL137024014	Vicky L. Gill
4	AL152	HA Northport	AL152000010	Henry Nelson
5	AR071	Housing Authority of the City of Batesville	AR071000002	Sandra King
6	AZ001	City of Phoenix Housing Department	AZ001000023	Pete Koziol
7	CA001	San Francisco Housing Authority	CA001000989*	Justin Gray
8	CA004	Housing Authority of the City of Los Angeles	CA004000852	Gregory Nunn
9	CT001	Housing Authority of the City of Bridgeport	CT001001062	Thomas Chase
10	CT004	Housing Authority of the City of New Haven	CT004000077	Kathy Bowen
11	DC001	D.C Housing Authority	DC001001621	JEAN LUCAS
12	DC001	D.C Housing Authority	DC001005430	JEAN LUCAS
13	DE001	Wilmington Housing Authority	DE001000027	Marianne Marinucci
14	FL003	Tampa Housing Authority	FL003000042*	Bibi Lachman
15	FL005	Miami Dade Housing Agency	FL005000048	Carney, Michael
16	FL005	Miami Dade Housing Agency	FL005000049	Carney, Michael
17	IL003	Peoria Housing Authority	IL003000011*	JOSEPH E. NEMEDI
18	IL022	Rockford Housing Authority	IL022000010	Donica Davis
19	IL022	Rockford Housing Authority	IL022000024	Donica Davis
20	IL022	Rockford Housing Authority	IL022000025	Donica Davis
21	IL039	Kankakee County Housing Authority	IL039000006	Cheryl Evans-Peterson
22	IN017	Indianapolis Housing Agency	IN017000022	Dan Vanderwall
23	KY001	LOUISVILLE METRO HOUSING AUTHORITY	KY001000054	Sandy Harris
24	KY002	Housing Authority of Covington	KY002000015	Sandy Harris
25	KY006	Housing Authority of Paducah	KY006000006	Sandy Harris
26	KY016	Housing Authority of Richmond	KY016000003	Sandy Harris
27	KY016	Housing Authority of Richmond	KY016000004*	Sandy Harris
28	LA001	HOUSING AUTHORITY OF NEW ORLEANS	LA001015402	Russell Mora
29	LA003	Housing Authority of East Baton Rouge	LA003000007*	Russell Mora

#	PHA Code	PHA Name	PPN	FO Analyst
30	LA003	Housing Authority of East Baton Rouge	LA003000008	Russell Mora
31	LA004	Housing Authority of East Baton Rouge	LA004000004	Russell Mora
32	LA004	Housing Authority of East Baton Rouge	LA004000005*	Russell Mora
33	MA035	Springfield Housing Authority	MA035000009	Gordon Emanuelson
34	MA065	Needham Housing Authority	MA065000002	Kelly Martin
35	MD007	Housing Authority of the City of Rockville	MD007000002	JEAN LUCAS
36	MI001	Detroit Housing Commission	MI001000028	Claunella Richardson
37	MI001	Detroit Housing Commission	MI001000029	Claunella Richardson
38	MI001	Detroit Housing Commission	MI001000053*	Claunella Richardson
39	MI001	Detroit Housing Commission	MI001000083	Claunella Richardson
40	MI001	Detroit Housing Commission	MI001000087*	Claunella Richardson
41	MS060	The Housing Authority of the City of Brookhaven	MS060000020	Francis Oglesby
42	NC003	HOUSING AUTHORITY OF THE CITY OF CHARLOTTE	NC003000058	Raquel K. Hardin
43	NC004	Housing Authority of the City of Kinston	NC004000006	Raquel K. Hardin
44	NC009	Fayetteville Metropolitan Housing Authority	NC009000022	Richard Baker
45	NC011	Housing Authority of the City of Greensboro	NC011039145*	Raquel K. Hardin
46	NC013	The Housing Authority of the City of Durham	NC013000031	Richard Baker
47	NJ002	Newark Housing Authority	NJ002002083*	Jenny Tsao
48	NJ010	Camden Housing Authority	NJ010000020	Jenny Tsao
49	NY009	Albany Housing Authority	NY009000014	Don McMahon
50	OH002	Youngstown Metropolitan Housing Authority	OH002000900	Susan Zanghi
51	OH002	Youngstown Metropolitan Housing Authority	OH002001000	Susan Zanghi
52	OH003	CUYAHOGA METROPOLITAN HOUSING AUTHORITY	OH003000931	Kenneth Marbury

#	PHA Code	PHA Name	PPN	FO Analyst
53	OH005	Dayton Metropolitan Housing Authority	OH005067000	Kenneth Marbury
54	OH005	Dayton Metropolitan Housing Authority	OH005068000	Kenneth Marbury
55	OH007	AKRON METROPOLITAN HOUSING AUTHORITY	OH007000051	Susan Zanghi
56	OH012	Lorain Metropolitan Housing Authority	OH012000005	Kenneth Marbury
57	PA004	Allentown Housing Authority	PA004000410	James Gannone
58	PA004	Allentown Housing Authority	PA004000420*	James Gannone
59	PA006	Allegheny County Housing Authority	PA006000823	Kathy Tallarico
60	PA007	Chester Housing Authority	PA007000021	James P. Gannone
61	PA023	Housing Authority County of Delaware	PA023000011	James Gannone
62	PA046	Housing Authority of the County of Chester	PA046000016*	James Gannone
63	RI001	Housing Authority Providence	RI001000010	Charles Francis
64	SC002	Housing Authority Of Columbia	SC002000057	Cali Coward
65	SC002	Housing Authority Of Columbia	SC002000058	Cali Coward
66	TN001	Memphis Housing Authority	TN001000071	Sam Perrin
67	TN001	Memphis Housing Authority	TN001000073	Sam Perrin
68	TN003	Knoxville's Community Development Corp.	TN003000095	Shirley Cochran
69	TN007	Jackson Housing Authority	TN007000170	Sam Perrin
70	TX023	Housing Authority of the City of Beaumont	TX023000016	Ingrid Swanier
71	TX037	Housing Authority City of Orange	TX037000004	Ingrid Swanier
72	VA004	Alexandria Redevelopment & Housing Authority	VA004000011	JEAN LUCAS
73	WA002	HA of King County	WA002000210	Cathleen Hausheer
74	WA003	HA City of Bremerton	WA003000008	Alfred Heston
75	WI002	Housing Authority of the City of Milwaukee	WI002000076	Anne Steffel
76	WI065	City of Appleton Housing Authority	WI065000015	David Aho