

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.
<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.
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 -B

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