

Dear Executive Director:

The U.S. Department of Housing and Urban Development (HUD, “the Department”), Office of Public and Indian Housing (PIH), is pleased to inform you that Federal Fiscal Year (FFY) 2018 Capital Fund Program (CFP) formula grant awards have been posted to the Capital Fund Program’s 2018 Processing Information webpage. The link for this webpage is:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/2018pi

We recommend that you bookmark this webpage for future reference. On this webpage, you will also find guidance on FFY 2018 processing of Capital Fund grants.

Go to the CFP website to view the grant information and review the more detailed instructions in the 2018 Capital Fund Processing Guidance document. PIH has instituted a notable change in the process from previous years. PHAs will no longer physically sign Annual Contribution Contract (ACC) Amendments. By drawing down FFY 2018 Capital Funds in HUD’s Electronic Line of Credit Control System (eLOCCs), your PHA is agreeing to comply with the new ACC (HUD-53012), the 2018 Capital Fund ACC Amendment (HUD Form 52840A), the United States Housing Act of 1937 including the Capital Fund Program statutory requirements (Section 9 of the United States Housing Act of 1937, as amended), and the Capital Fund Final regulation at 24 CFR Part 905.

PHAs are responsible for maintaining the correct contact information, including the correct email address for the Executive Director or other responsible official authorized by the PHA Board to take actions within the Department’s Public Housing Program (e.g., CEO, Acting or Interim Executive Director) in PIC.

PHAs are also responsible for various approvals (24 CFR 905.104) and compliance (24 CFR 905.106) with Capital Fund and Public Housing requirements (24 CFR 905.108) including maintaining an authorized official of the PHA for taking any actions (e.g., drawing of funds and binding the PHA to Public Housing requirements) via the Department’s Electronic Line of Credit Control System (eLOCCs).

PIH will make funds available to PHAs in eLOCCS approximately two weeks after announcing awards.

NOTE: New Public Housing Annual Contributions Contract (ACC) (HUD-53012)

The public housing ACC was amended to merge the current HUD-53012-A and HUD-53012-B forms into one document (HUD 53012)

(<https://www.hud.gov/sites/dfiles/OCHCO/documents/53012.pdf>), adding requirements applicable to mixed-finance public housing development, making minor clarifications and updates to the grant agreement, based on applicable statutes and regulations (hereinafter “New ACC”). The New ACC and the Capital Fund ACC Amendment (to the New ACC) are implemented through the Department’s eLOCCs. No additional HUD or PHA signature is needed on the New ACC or Capital Fund ACC Amendment. The new process is outlined below:

1. The Department will publish a master ACC Amendment .pdf document at:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/2018/pi/acc
2. The document will contain both the terms and conditions applicable to 2018 Capital Fund formula grants and an appendix listing the following with respect to all Capital Fund formula grants the Department is issuing in FFY 2018: PHA name, PHA code, Capital Fund grant number, grant amount and ACC Amendment effective date/obligation start date.
3. In the Department's eLOCCS, the Department will include language on the payment voucher page that will indicate that the PHA confirms that drawing down funds will act as a type of electronic signature) for an FFY 2018 Capital Fund grant and will subject the PHA to the requirements of both the New ACC and the FFY 2018 Capital Fund ACC Amendment published at the location identified above:
https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund/2018/pi/acc

NOTE: When a PHA draws down funds from an FFY 2018 Capital Fund formula grant, it will become bound to the requirements of the New ACC and the FFY 2018 Capital Fund ACC Amendment. HUD's FFY 2018 Capital Fund ACC Amendment to the New ACC together with the New ACC constitute the annual grant agreement for the PHA's public housing program.

EPIC: In FFY 2018, all PHAs will be required to submit their CFP 5-Year Action Plans and Budgets within HUD's Energy and Performance Information Center (EPIC) system; the electronic CFP submission process will replace the current paper submission process. Field Offices (FOs) will review and approve or withhold approval, as appropriate, of 5-Year Action Plans in EPIC. PHAs with an approved 5-Year Action Plan in EPIC may revise work activity amounts to reflect actual awards and may "funge", or reschedule, approved activities from one year to another without seeking additional HUD FO approvals. Training resources on EPIC are available on the Capital Fund Program webpage at:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/capfund

NOTE: Any use of funging or rescheduling must be within the statutory and regulatory requirements for obligations and expenditures.

There is a new Budget Line Item (BLI) structure across EPIC and HUD's eLOCCS system. HUD is consolidating the BLIs that PHAs use most frequently into one broad-scope BLI, ***BLI 1480-General Capital Activity***. HUD expects this change to cut down significantly on the need for budget revisions and to better align with PHA business practices. The BLIs that remain distinct are generally those that are used less frequently or are rarely changed, or those with statutory or regulatory restrictions, such as BLI 1406-Operations and BLI 1410-Administration.

PHAs will be able to update budget amounts in EPIC and then LOCCS will be updated to reflect the changes, without Field Offices having to enter these budget revisions into LOCCS.

However, budget revisions must continue to comply with requirements that have been enforced in the past through “hard edit checks” in LOCCS, including restrictions on changes to the debt obligation BLIs and limits on the funds allocated to BLI 1410-Administration and BLI 1408-Management Improvements; budget revisions that fail to comply will not be applied in eLOCCS.

Updated Data Universal Number System (DUNS) Number: DUNS registration in the System for Awards Management (SAM) is a requirement to receive Federal awards, and the registration must be active. For PHAs with expired DUNS numbers, the FFY 2018 Capital Fund grants will be awarded and suspended until the registration is updated. Once the DUNS registration is updated, the Field Office will release the suspension. Please note that the obligation end date of the FFY 2018 grant will remain the same, so PHAs with expired DUNS numbers will have less than 2 years to obligate the funds.

PIC Updates to email Addresses and Contact Information: The Department corresponds with PHAs via email based on contact information in the PIH Information Center (PIC) system. PHAs are responsible for maintaining the correct contact information, including the correct email address for the Executive Director or other responsible official (e.g., CEO, Acting or Interim Executive Director), in PIC.

Thank you for the important work you do on behalf of your Public Housing Authority. If you have any questions after viewing the Capital Fund Program awards or reading the additional processing guidance that is posted to the website, we are happy to assist you. Please contact your local HUD Field Office or send an email to PIHOCI@HUD.gov with “Capital Fund Processing” as the subject.