Guidance on CY 2019 Operating Fund Grant Eligibility Validation Report
(eligibility as of 9/5/2019) and How to Request for Corrections
When Eligibility Submissions Have Errors

1. This guidance relates to the CY 2019 Operating Fund (OpFund) Grant Validation Eligibility Report
   (eligibility as of September 5, 2019) published on the OpFund Processing webpage (see web-link
   below). The guidance is based on FORM HUD-52723 Operating Fund Calculation of OpFund project
   level submissions by PHAs through Field Offices (FOs) and shown in the Financial Management
   Division’s (FMD’s) Eligibility Validation Report as of September 5, 2019. The reported eligibility is
   based on FORM HUD-52723s received and processed to date and includes all new and existing
   projects to be funded for the calendar year using 2019 Appropriations. The eligibility in this report
   will be used to make final obligations for 2019 including any adjustments to the 12 months
   cumulative funding for projects. This report is the PHA’s last opportunity to address errors as
   qualified below.


2. PHAs should review the Eligibility Validation Report worksheet located on the OpFund Process
   webpage (see web-link above) to confirm that the eligibility shown is accurate. Where PHAs identify
   issues with the eligibility, if the issues meet the criteria below, the PHA should email their local
   FOs immediately but no later than September 20, 2019. FOs must submit corrections to FMD
   by September 27, 2019.

   (i) Where eligibility is overstated, PHAs must contact their local FO and requests that a
       correction be made, transmitting the correct version of the FORM HUD-52723 and
       FORM HUD-52722; ensuring that the UEL and EUMs in both tools match.

   (ii) Where eligibility is understated, PHAs may request correction only if at least one of the two
        criteria below is met:

        (a) The PHA submitted a revision request on or prior to August 1, 2019 as stipulated in
            Notice PIH-2018-23, but the revised eligibility is not shown in the report.

        (b) The understatement in eligibility was caused by a HUD error (e.g. either a change to the
            FORM HUD-52723 or FORM HUD-52722 or inaccurate guidance or direction). The
            PHA must be able to document the HUD error.

3. Requests for changes must be accompanied by the appropriate supporting documentation: that is,
   proof that the PHA complied with the August 1, 2019 deadline, evidence that changes are needed
   due to HUD errors, or both. Correct versions of the FORM HUD-52723 or FORM HUD-52722
   must also be sent to the local FO. The local FO will review the requests (and supporting
   documentation) submitted by PHAs to ensure that they are valid: that is, the PHA complied with
   the August 1, 2019 deadline, evidence that changes in the amount of OpFund Grant eligibility are
   needed due to HUD errors, or both; or eligibility is overstated. If none of these conditions are met,
   the FO should reject the request. However, if one of the conditions is met, the FO should review the
   request and email notification to FMD as to whether they accepted or rejected the request,
   including the correct FORM HUD-52723, FORM HUD-52722, and supporting documentation.