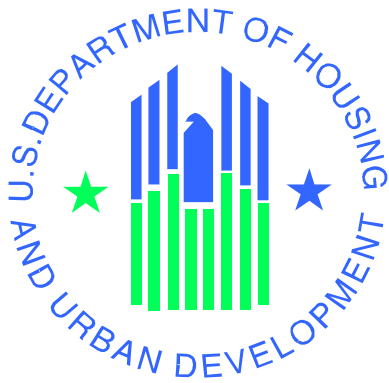


PHA User Guide

CY 2012 HUD-52723 PHA Excel Tool

Operating Fund: Calculation of Operating Subsidy



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing – Real Estate Assessment Center (PIH-REAC)

Financial Management Division

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1. Introduction

For Calendar Year (CY) 2012, Public Housing Authorities (PHAs) will submit their HUD-52723 to U.S. Department of Housing and Urban Development (HUD)/ Financial Management Division (FMD) in Excel. The purpose of this “User Guide – CY 2012 PHA HUD-52723 Excel Tool” is to provide guidance and assistance in completing the CY 2012 PHA HUD-52723 Excel Tool (hereafter referred to as the “Excel Tool”) to arrive at the operating subsidy eligibility for their projects.

You will notice that changes have been made to the Excel Tool for 2012. In the past, FMD created individual project-level tools which were zipped and posted on the website for PHAs to download. The new process will eliminate the need to create over 7,000 tools. Instead, the PHAs will be able to generate their PHA-specific tool (referred to as the “PHA Excel Tool”) by themselves. Further, each PHA will be able to complete all of their projects in only one tool, which will allow for easier management of data files.

PHAs may refer to Notice PIH 2011-55 for further instructions on operating subsidy calculation submissions in Calendar Year CY 2012.

2. Obtaining the 2012 HUD-52723 Excel Tool

It must be noted that the Excel Tool is developed in MS Excel 2007 and MUST be completed and returned in the same format. Any PHA that does not have Microsoft Excel 2007 installed on their machine and is working off an older version of Microsoft Office i.e. MS Office 2003, a 60 day trial version of Microsoft Office 2010 may be downloaded from the following link:

http://www.microsoft.com/business/en-us/products/office2010/default.aspx?=CR_CC&WT.srch=1&WT.srch=1&CR_SCC=200000271&fbid=H5gbXVwxnrB

PHAs having difficulty in downloading the forms should contact their local HUD field office immediately.

NOTE: If a PHA is using a machine, which has combination of MS Excel 2010 and Windows 7/ Windows XP, the PHA Excel Tool may not allow for printing. In this case the PHA should follow steps in Section-5.4 i.e. “Tips for Successful Submission”.

The Excel Tool is compatible with Windows Operating System and not with the MAC operating system.

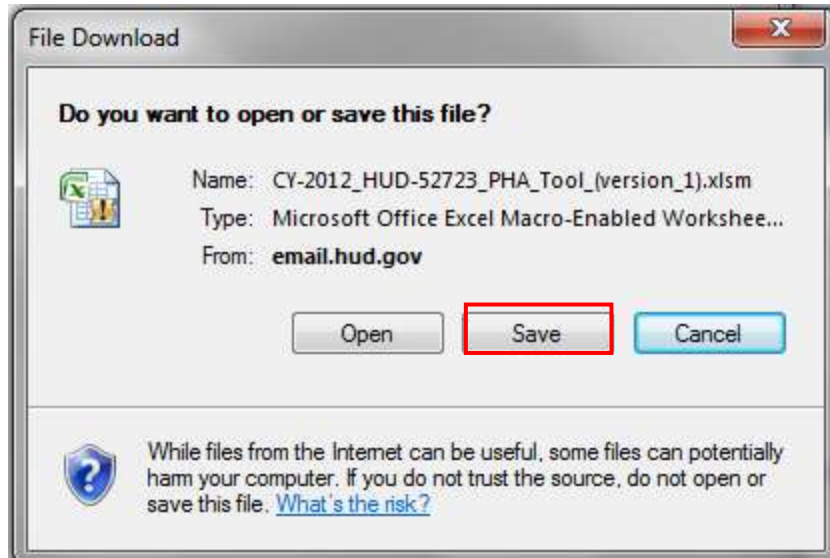
The steps given below should be followed for downloading and extracting the Excel Tool:

- 2.1. Create a ‘2012 HUD-52723 PHA Excel Tool’ folder on the desktop.
- 2.2. Click on the Asset Management website link below in order to download the Excel Tool i.e. ‘CY-2012_HUD-52723_PHA_Tool’ and the prompt as shown in Figure 2.1 appears:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2012

Next, click on the “Save” button, highlighted in red in Figure 2.1

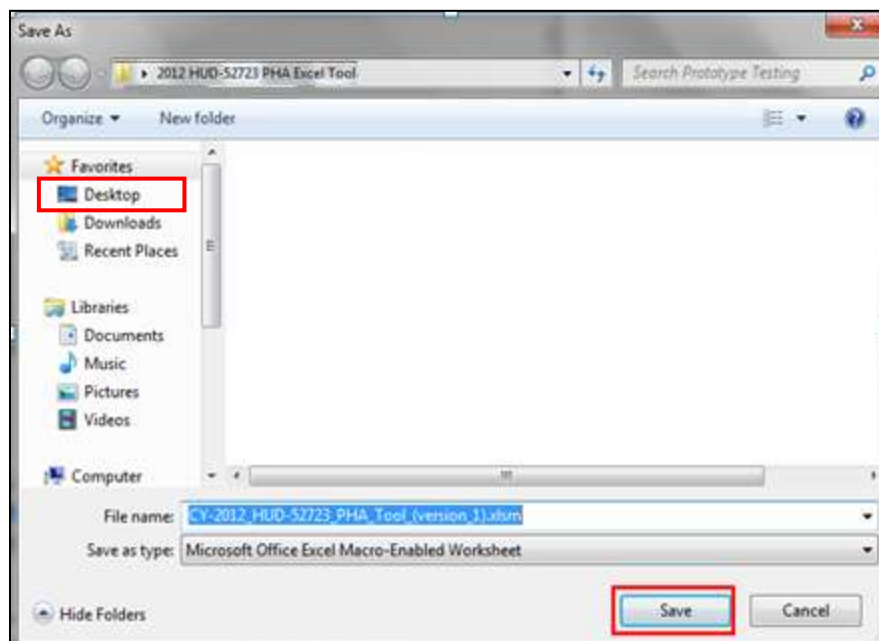
Figure 2.1: “HUD-52723 Excel Tool Save Prompt”



- 2.3. Select the location of the folder, created on the desktop in Step-2.1 and click on the “Save” button as shown in Figure 2.2:

Note: If a specific location is not selected the Excel Tool will save to the desktop by default.

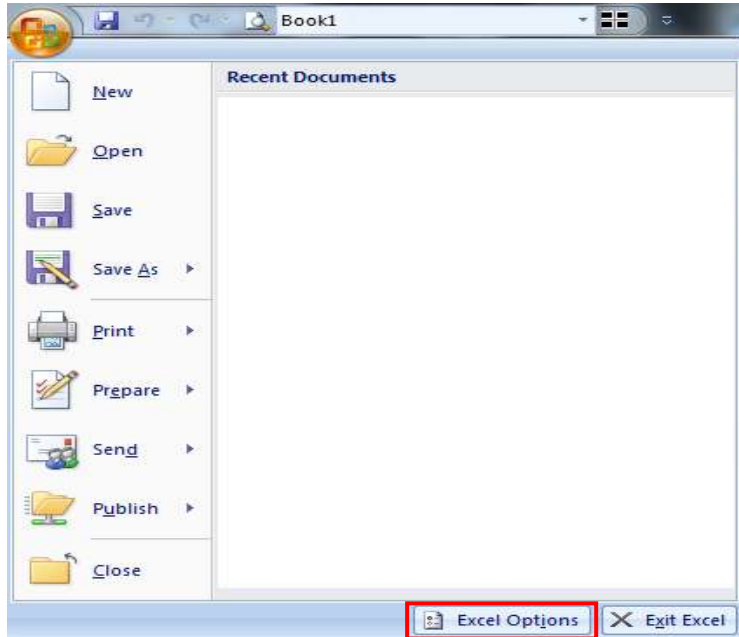
Figure 2.2: Saving the Excel tool to the chosen location.



3. Enabling Macros

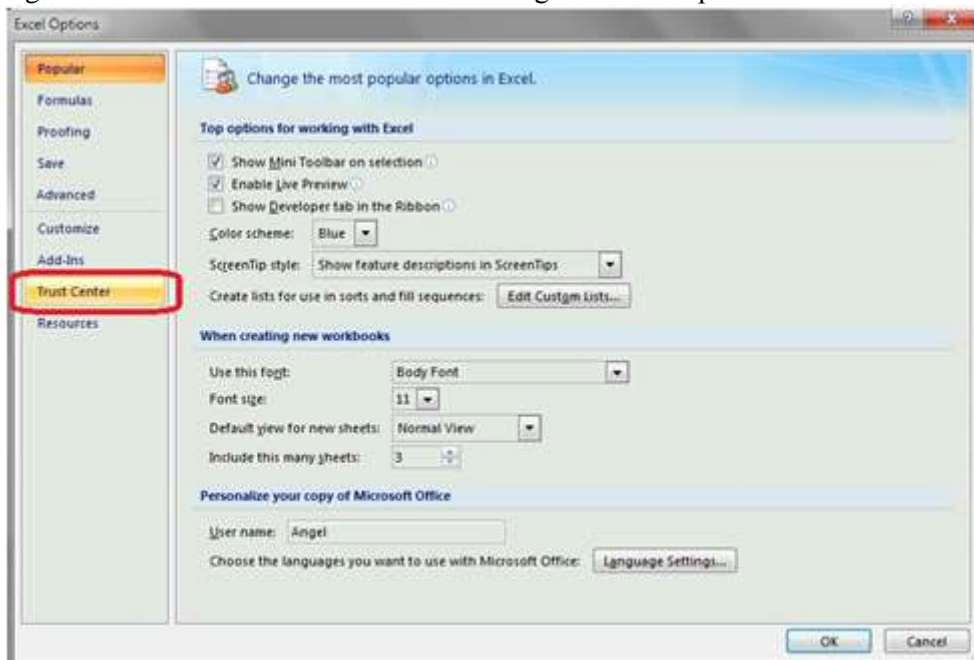
Excel must have macros enabled for the Excel Tool to work correctly. To enable macros, go to the ribbon to the top left of Excel and click on “Excel Options” as shown in Figure 3.1:

Figure 3.1: Ribbon and ‘Excel Options’ button in MS Excel 2007



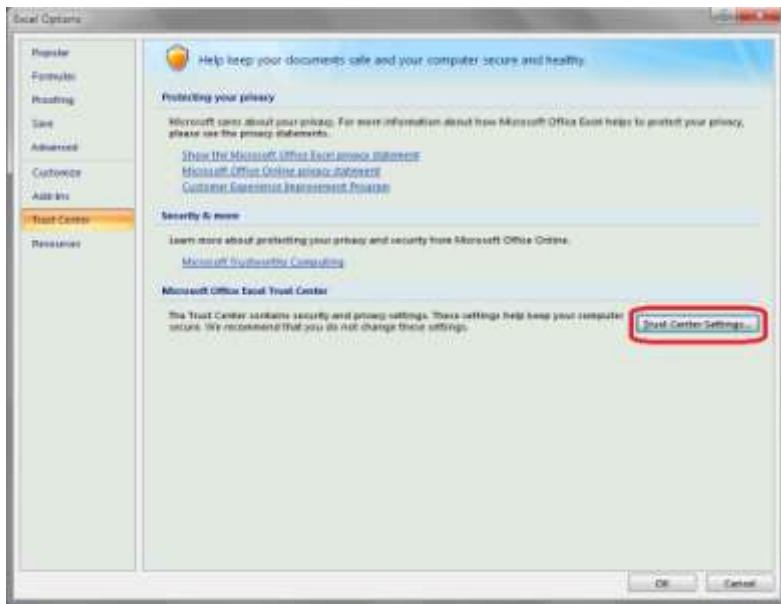
Next, click on “Trust Center” on the left side of the menu as shown in Figure 3.2:

Figure 3.2: ‘Trust Center’ button after clicking on ‘Excel Options’ button.



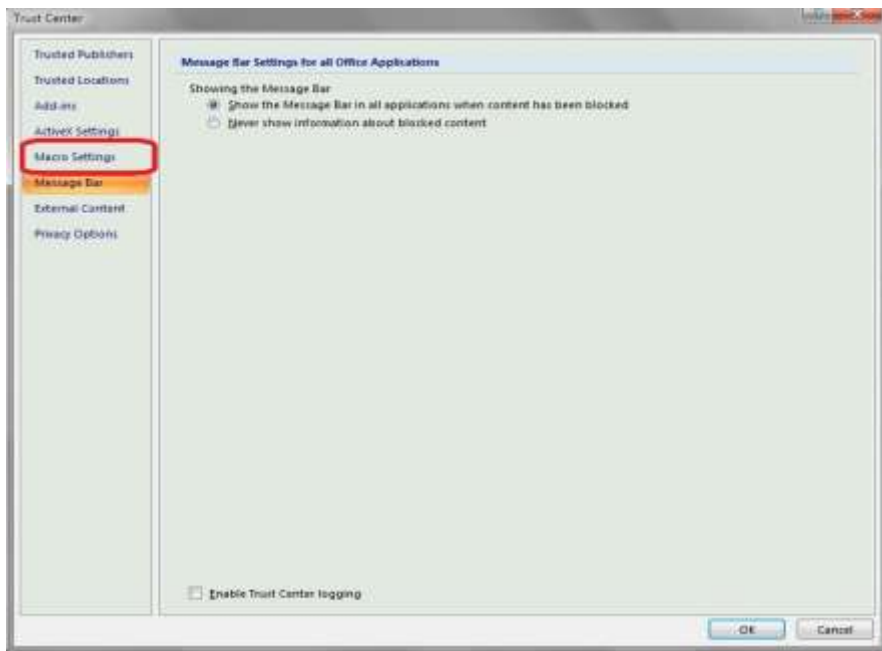
Click the button “Trust Center Settings” as shown in Figure 3.3:

Figure 3.3: ‘Trust Center Settings’ button after clicking on ‘Trust Center’ button.



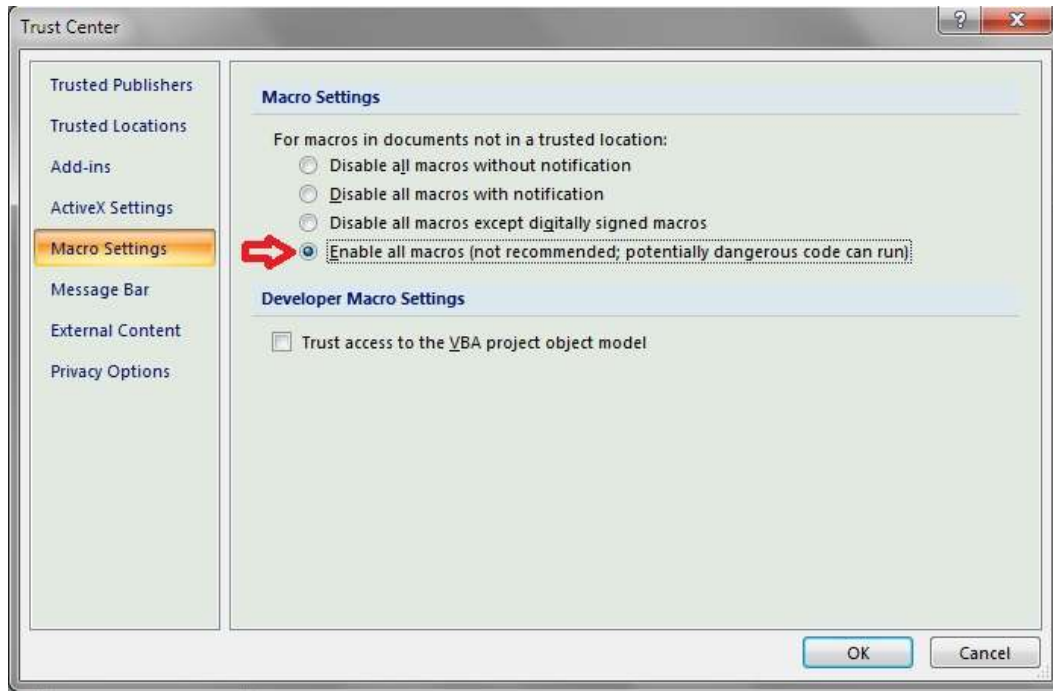
Once in the Trust Center window, click on “Macro Settings” as shown in Figure 3.4:

Figure 3.4: ‘Macro Settings’ button after clicking on ‘Trust Center Settings’ button.



Under “Macro Settings”, select the radio button “Enable all macros” as shown in Figure 3.5, then click OK (If this option is already selected, simply click on OK and proceed with the PHA Excel Tool).

Figure 3.5: ‘Enable all Macros’ button after clicking on ‘Macro Settings’ button.



Macros are now enabled and the PHA Excel Tool will work properly. It is important to return to the “Macro Settings” window and return to the original setting (usually “disable all macros with notification” to ensure the security of your computer) after you have completed the PHA Excel Tool.

4. Creating & Completing the PHA-specific Excel Tool (PHA Excel Tool)

The following steps must be followed for creating the PHA Excel Tool:

- 4.1. Double-click on the “Excel Tool” that was saved per instructions in Section-2. The “PHA Selection Form” will appear as shown in Figure 4.1.

Figure 4.1: “PHA Selection Form”



- 4.2. Select the PHA by locating the PHA code in the drop down box as shown in Figure 4.2. Upon selecting the PHA code, the full name of the PHA will appear in the white text box to the right of the drop down menu as shown in Figure 4.3. Next, click on the “Click to create a customized download for PHA” button, as shown in Figure 4.3.

Figure 4.2: PHA Dropdown List

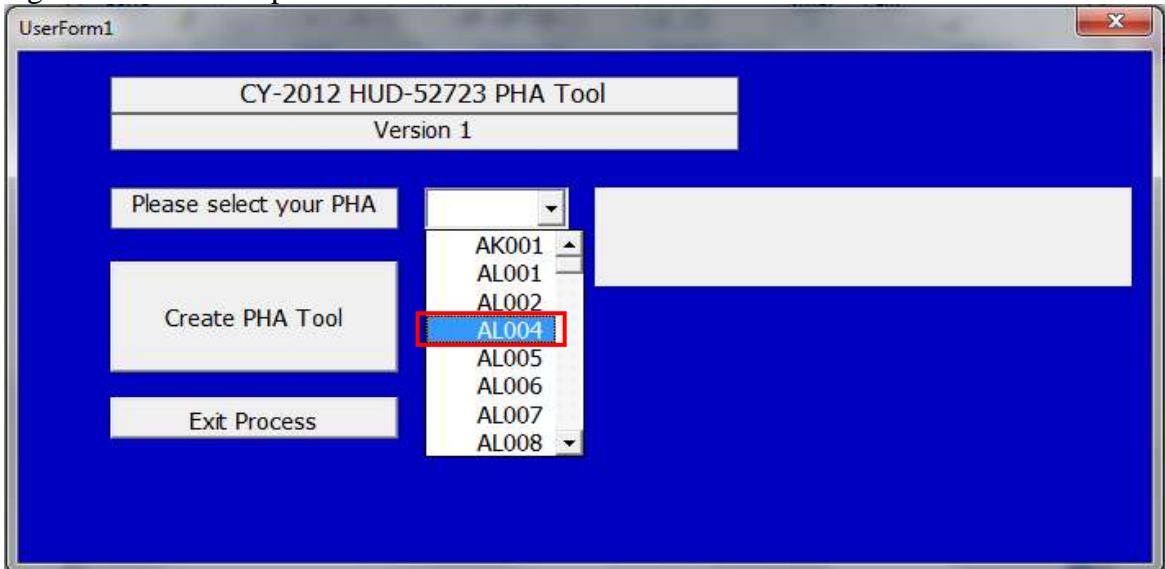
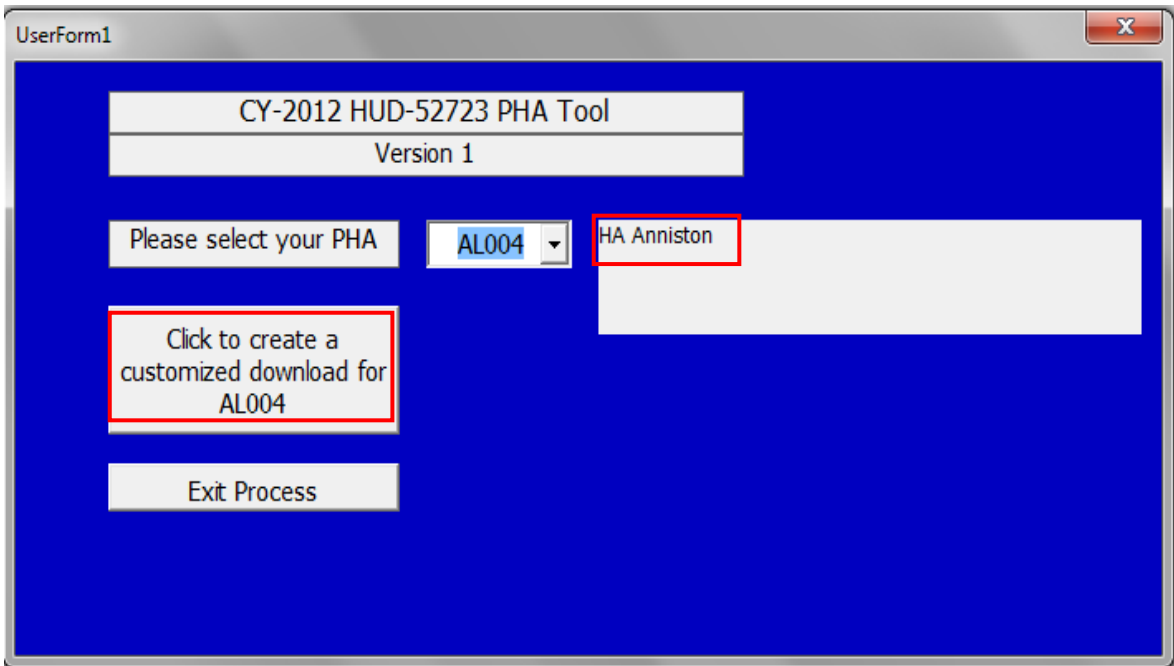
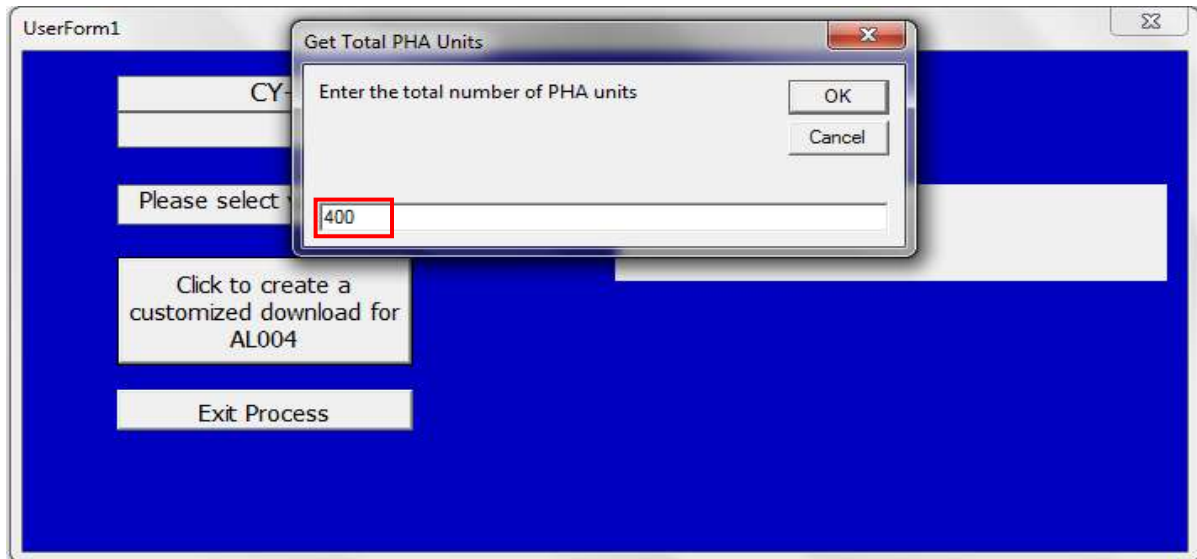


Figure 4.3: “PHA Selection” screen with a PHA Code



- 4.3. Upon clicking on the “Click to create a customized download for PHA” button, a prompt for entering the Total PHA ACC Units will appear as shown in Figure 4.4. Enter the Units and click on the “OK” button.

Figure 4.4: Total PHA Units prompt for entering the Total PHA ACC Units



Completion of this step will pre-populate the Total PHA ACC units for every project in the PHA-specific Excel Tool. (Refer to Figure 4.8).

NOTE: The Total **PHA** ACC Units **MUST** be entered as these units affect the Limited Vacancies (Section 2, Column B, Line 14) and Asset Management Fees (Section 3, Part A, Line 12) calculations.

- 4.4. Upon Completion of Step-4.3, the “Save” prompt appears as shown in Figure 4.5. The user **MUST** select the folder on their desktop that was created in Section 2, Step-2.1 in order to save the PHA Tool (e.g. AL004_2012Tool) saved as shown in Figure 4.6, which will also result in easy file management. If the user simply clicks “OK” without selecting the location, the PHA Excel Tool will be automatically save to the desktop.

Figure 4.5: “Save” prompt for saving the newly created PHA Tool

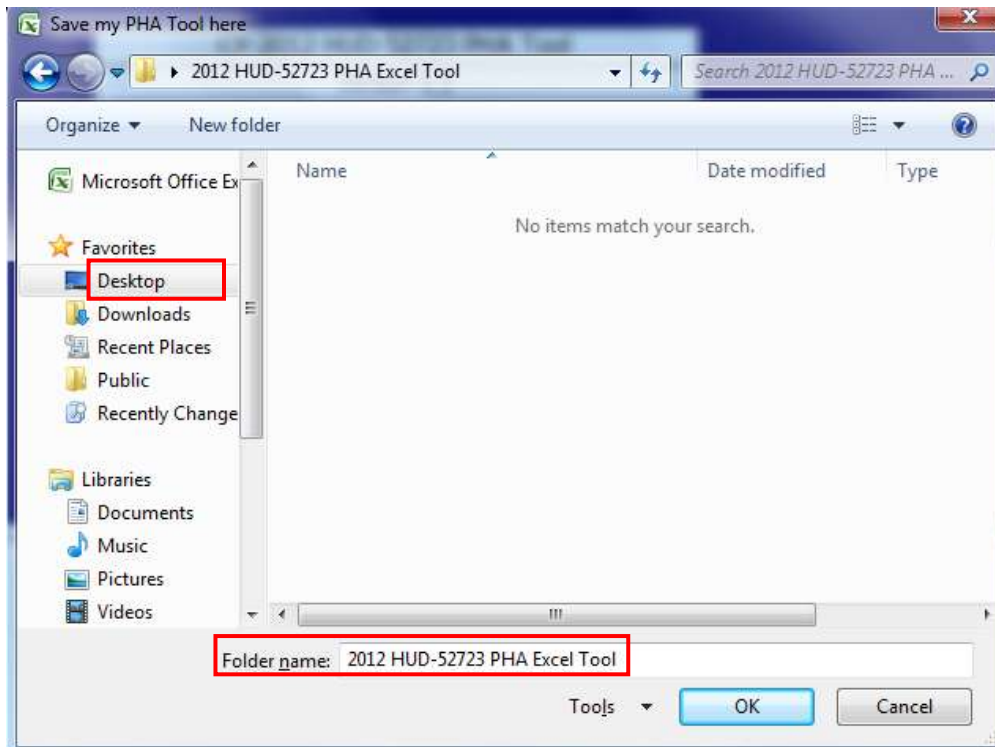
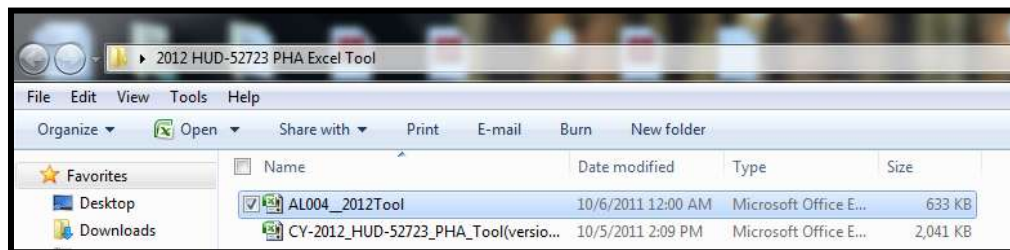


Figure 4.6: Folder structure after saving the PHA Tool



4.5. After completing Step-4.4, the PHA Excel Tool will launch itself and will appear as shown in Figure 4.7:

PHA ACC Units: At this point if the user wants to change the Total PHA ACC Units, the newly created PHA Excel Tool will need to be deleted and steps 4.1 through 4.3 will have to be repeated.

Figure 4.7: PHA Excel Tool Template

At this point the “Load Project Data” & “Store Project Data” buttons are grayed out and are unavailable.

Note: If the wrong PHA code is selected during the PHA Excel Tool creation process please follow the following steps:

- 1) Delete the incorrect PHA Excel Tool from the location where it is stored.
- 2) Follow Steps 4.1 through 4.5 in order to create a new PHA Tool.

4.6. Select a project from the dropdown menu and click on the “Load Project Data” button in order to begin working on a project submission as shown in Figure 4.8.

NOTE: If no project is selected the Tool will appear blank and will not show any data.

Figure 4.8: Project Dropdown Menu

- 4.7. The project will now load with pre-populated data and the total PHA ACC count as entered by the user in Step-3 (Figure 4.9). Once the project is loaded the “Store Project Data” button is available and the “Load Project Data” button is grayed out.

Figure 4.9: Load Project Data Screen

- 4.8. Click on the “Store Project Data” button, once data entry has been completed for the loaded project as show in Figure 4.10. If the “Store Project Data” button is unavailable click on any cell on the Excel tool template. Clicking on this button stores the project information within the PHA Excel Tool. The user will notice that the “@” sign will disappear from the beginning of the project # which has just been stored, as shown in Figure 4.11.

Figure 4.10: Storing and saving project data

Note: The PHA file has already been saved as PHA_2012Tool, e.g. AL004_2012Tool.xlsm.

Figure 4.11: @ sign is no longer there once the “Store Project Data” button is clicked

Version 1	AL004000002	Load Project Data	<<<This button Loads the Project Data
	Please Select a Project @AL004000001	Store Project Data	<<<This button Stores the Loaded Project Data
	AL004000002		
Operating Fund Calculation of Operating Subsidy PHA-Owned Rental Housing		U.S. Department of Housing and Urban Development Office of Public and Indian Housing	
OMB Approval No. 2577-0029 (exp.05/31/2014)			
<small>Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income - the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality. Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.</small>			

4.9. In order to complete submissions of all the projects in the PHA Excel Tool, the user must select the next project from the dropdown menu and follow steps 4.6 through 4.8 until the last project is completed.

5. Tips for Successful Submission


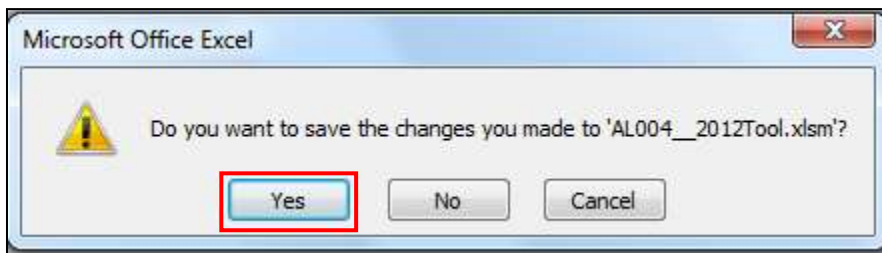
5.1. **Saving and Emailing the PHA Excel Tool:** When the user has completed all the projects in the PHA Excel Tool, the file can be closed by clicking on the close file button “” in MS Excel in the top right hand corner of the PHA Excel tool. The user will then be prompted to save changes to the file as shown in Figure 5.1.

Figure 5.1: Prompt for saving changes to the PHA Tool



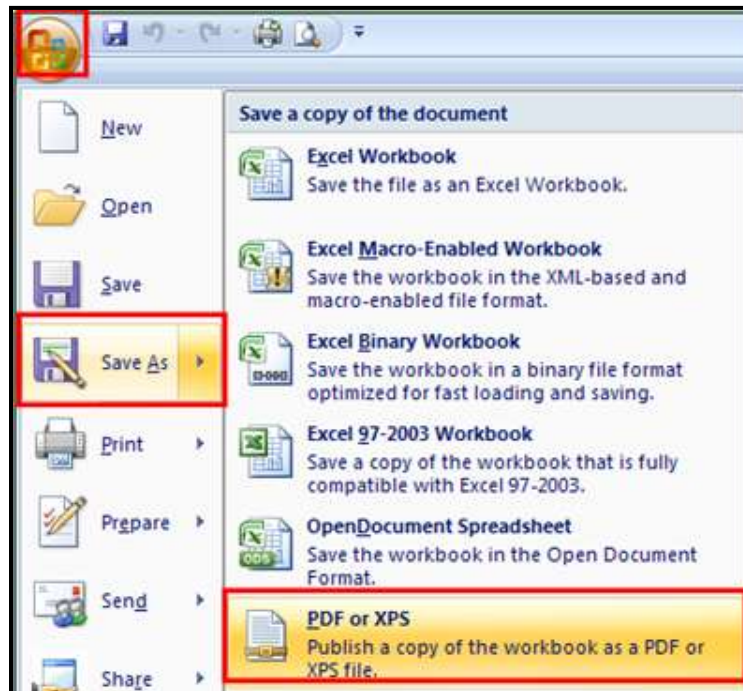
Clicking on the “Yes” button will save the changes to the file that were saved in Step 4.4. The saved file will have a “.xlsx” file extension and it should be emailed, as an attachment to the PHA’s respective Field Office. The following syntax should be used in the subject line of your e-mail:

PHA Code + Completed 2012 HUD-52723 PHA Excel Tool

5.2. **Total PHA ACC units:** If the user would like to change the Total PHA ACC Units at any point while completing the PHA Tool, units will have to be manually changed for each project in the PHA Excel Tool. In order to do this the user will have to “load” each project, change the number of ACC Units and then “Store” the project data.

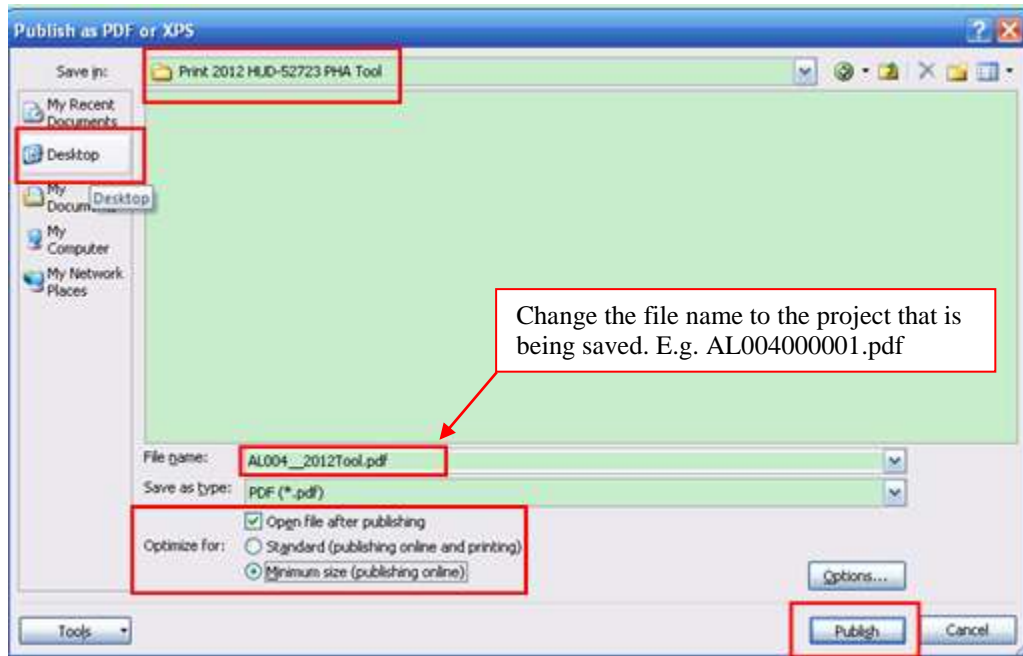
- 5.3. **Project Deleted from inventory:** In case a PHA decides **not** to submit a particular project, then this project should not be loaded and stored. Thus, for a project that is not being submitted, it is ok to have an “@” sign before the project number in the dropdown menu.
- 5.4. **Printing the PHA Tool in MS Excel 2010:** If the PHA is working on a machine that has a MS Excel 2010 and Windows 7/Windows XP the PHA Excel Tool may not allow for printing. In this case the following steps must be followed:
- 5.4.1. Create a folder “Print 2012 HUD-52723 PHA Tool” on the desktop.
- 5.4.2. Open the PHA Tool e.g. “AL004_2012Tool” and load the project that needs to be printed. Click on the ribbon on the left most corner of the file, now select “Save As” and then select “PDF or XPS” as shown in Figure 5.2.

Figure 5.2: File menu “Save As” option



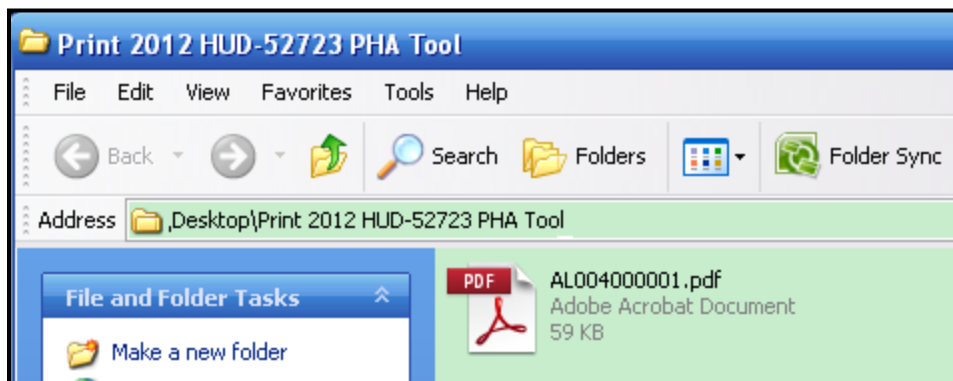
- 5.4.3. Upon selecting “PDF or XPS” a prompt as shown in Figure 5.3 will appear. The user must select the folder created in Step 5.4.1. and check the appropriate “Optimize for” options and the click on “Publish”.

Figure 5.3: Saving the PHA Tool as PDF for printing



- 5.4.4. The file will be saved by the project name in the folder created in step 5.4.1 as shown in Figure 5.4., which can be opened and printed.

Figure 5.4: PDF file saved in the Print 2012 HUD-52723 PHA Tool folder



NOTE: Steps 5.4.2, 5.4.3 and 5.4.4 will have to be followed in order to print any project in the PHA Tool.

6. Understanding the Excel Tool

The PHA 52723 Excel Tool is a replica of the paper form HUD-52723. However, the Excel form uses color-coding to guide users as shown in Figure 6.1. As a general reference, fields that are yellow can be edited. Fields that are orange are locked (i.e. not editable) and calculated by formulas, which HUD Field Offices review and approve. Cells that are black are not used and locked.

Figure 6.1: Color coding on the Excel Tool.

Black cells are not used in form subsidy calculation and can not be edited.

Categorization of Unit Months:						
Occupied Unit Months						
01	Occupied dwelling units -- by public housing eligible family under lease	0	0	0	0	0
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0	0		0	0

Yellow cells are open for input of PHA data

Orange cells are calculated and locked to prevent PHA data entry

Note: To maintain the integrity of the Excel Tool, many of the Excel menu options have been removed. This includes cutting, copying and pasting data.

The following are the key elements of the PHA Excel Tool:

6.1. Fields Pre-populated in the PHA Excel Tool:

- PHA Identifier: Name and address of PHA; ACC Number; DUNS Number & ROFO Code
- Type of Submission, and Fiscal Year End.
- Unit Months categories (Section 2: by default data as on First of Month has been loaded)
- PUM Project Expense Level (PEL – Line A1)
- PEL Inflation Factor (Line A2)
- PUM Formula Income (Line B1)
- PUM Transition Funding (Line C2) (only for PHAs with approved Stop Loss applications)

‘First of the Month’ or ‘Last of the Month’ checkboxes: The PHA Tool comprises of two checkboxes as shown in Figure 5.2, to indicate ‘First of the Month’ or ‘Last of the Month’ units. Currently, ‘First of the Month’ is checked as default. The user may change it to ‘Last of Month’ and enter appropriate data.

Figure 5.2: Checkboxes for ‘1st of Month’ and ‘Last of Month’

Section 2							
Calculation of ACC Units for 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:							
		ACC Units on 7/1/2009	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2010 (=)		
Requested by PHA		73			73		
HUD Modifications							
Line No.	Category	Column A		Column B		Column C	
		Unit Months		Eligible Unit Months (EUMs)		Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.
Categorization of Unit Months:				<input checked="" type="checkbox"/> First of Month			
Occupied Unit Months				<input type="checkbox"/> Last of Month			
01	Occupied dwelling units -- by public housing (eligible family under lease)	775		775		775	

6.2. **Field locked in the PHA Excel Tool:**

- Operating Fund Project Number
- Costs attributable to changes in federal law, regulation, or economy (Line A15)
- PUM Change in Utility Allowances (Line B2)
- Other (Line C3)

6.3. **Utilities Expense Level (UEL):** PUM UEL, Line A05, comes from the 2012 form HUD-52722, Line 26. For CY 2012, a new HUD-52722 tool is provided in order to calculate the UEL amount.

6.4. **Data entry for Self-Sufficiency (Line A7):** Is available only to PHAs included in the EDSC list (posted on the web).

6.5. **PILOT:** The PILOT add-on is based on the following line items from the Low Rent Public Housing column of the project’s most recent approved audited FASS-PH Financial Data Schedule (FDS) submission:

- 70300 Net Tenant Rental Revenue
- 93100 Water
- 93200 Electricity
- 93300 Gas
- 93400 Fuel
- 93600 Sewer
- 93800 Other Utilities

The add-on is calculated by subtracting lines 93100 through 93800 from line 70300 and multiplying the result by 10%. The calculated amount is posted to the Asset Management website. A higher amount for new projects may be requested based on proof of payment. Amounts based on estimated PILOT costs cannot be used.

6.6. **Audit Cost:** The audit cost add-on is based on the PHA’s most recent approved audited FASS-PH FDS submission (FDS Line 91200), Low-Rent Public Housing column, which is posted to the Asset Management website. A higher amount for new projects may be requested based on proof of payment. Amounts based on estimated audit costs cannot be used.

6.7. **Asset Management Fee:** For CY 2012, the PHAs with less than 400 ACC units **MUST** select the “Eligible for an Asset Management fee” checkbox under Section 3, Line 12, in order to claim asset management fee. In the PHA Tool, PHAs should ensure that they check the appropriate certification(s) based on the following guidelines:

- If the PHA has more than 400 units, and is in compliance with asset management, certification 3 should be checked. PHAs with more than 400 units will receive \$4 PUM
- If the PHA has between 250 and 400 units, and is in compliance with asset management, certifications 2 and 3 should be checked. PHAs with units between 250 and 400 will receive \$4 PUM.
- If PHA has less than 250 units, and is in compliance with asset management, certification 2 should be checked. PHAs with less than 250 units will receive \$2 PUM
- If PHA has less than 400 units, and is not in compliance with asset management, certifications 2 or 3 need not to be checked. PHAs with less than 400 units and not in compliance with asset management will receive \$0 PUM.

If the appropriate certification(s) are not checked, the tool will not close.

6.8. **Formula Income:** For CY 2012, PUM Formula Income is pre-populated and is calculated pursuant to 'CY 2012 Formula Income Methodology ' guidance posted on the web at the following link:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/p/h/am/of/opfnd2012

Resident-Paid Utilities Incentive checkbox: In accordance with the regulations at 990.185(a)(2), Projects with HUD-approved Resident-Paid Utilities Incentive must check the “Resident-Paid Utilities Incentive” box on Line 01, Section 3 Part B, 01. PHAs may reference the following two sites to check if they are in compliance with the Resident-Paid Utilities Incentive:

<http://portal.hud.gov/huddoc/incentive2012.pdf>

<http://portal.hud.gov/huddoc/example.pdf>

The financial data for calculating PUM Formula Income is derived from PHAs' financial data schedules (FDS) for FYEs 3/31/2010, 6/30/2010, 9/30/2010 and 12/31/2010.

6.9. **Transition Funding:** Populated only for PHAs with approved Stop Loss applications.

- 6.10. **Section 4-Remarks section** of the Excel Tool. For example, a requested change of more than 3% from the pre-populated value in Total Eligible Unit Months, Section 2, Column B, Line 15, in the PHA Tool will require an explanation in Section-4 of the Tool and the attachment of appropriate supporting documentation. In order to go to the next line in the comments cell the user must press alt enter. If the user decides to edit the Remarks Section after they have entered in comments they must press the F2 key on their keyboard/keypad; this will put the cell in edit mode and will not delete the previous notes made in Section 4.
- 6.11. **Warnings and error messages** flash whenever inappropriate data is entered in the data entry fields. Refer to Appendix A for the list of data validation checks.

Note: PHAs **must submit** forms SF-424, HUD-50071 and HUD-52722 while submitting the Excel Tools to their respective Field Offices. HUD-52722 will be electronically submitted for each project to their local HUD field office in Excel Tool.

7. Technical Assistance

For problems or questions believed to be a common Excel program question, please first attempt to resolve these problems locally or using the Microsoft Excel help function. For problems with the Excel Tool, the local Field Office should be contacted with an explanation of the problem.

8. Form SF-424, Application for Federal Assistance

This form is required as part of the government-wide *e-grants* management initiative. PHAs should make certain that the DUNS number reported on the form is correct. For operating subsidy application purposes, entries for the following required lines on the form may be filled out as follows:

- Line 5b (Federal Award Identifier): Enter PHA Code (first 5 digits of the Operating Fund Project Number from Section 1, Box 6, of the form HUD-52723)
- Line 12 (Funding Opportunity Number): Enter 9999
- Line 13 (Competition Identification Number): Enter 9999

The SF-424 must be signed in accordance with the form instructions for Line 21, **Authorized Representative:** (Required) to be signed and dated by the authorized representative of the applicant organization. Only one SF-424 is required to be submitted for each PHA regardless of how many projects it has.

Appendix A: Validation Checks

The Excel Tool uses a number of validation checks in the form of pop-up messages to ensure PHA enters valid data into cells. Table 2 lists all of the line numbers where pop-up messages on the Excel Tool may be encountered and the respective validation checks.

In order for a PHA to eliminate the error message and complete the form accurately, the cell data must be changed to meet the requirements listed in Table 1.

Table 1: 2012 PHA HUD-52723 Excel Tool Line Items and Validation Checks

Line Item	Name	Required Format	Message Type	Validation Check
Above Section 2	PHA wide ACC Units	Whole number	Warning	Units must be a whole number and greater than 0 and must equal the total of all ACC units for all projects in that PHA.
Section 2.				
Units	On 7/1/2010	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Units	Units Added to ACC	Whole number	Warning	Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Units	Units Deleted from ACC	Whole number	Warning	Units must be a whole number and greater than or equal to 0, or else, the tool allow the user to proceed.
Units	Units on 6/30/2011	Whole number	Warning	Units on 6/30 cannot be negative. The warning will continue to appear every time an entry is made this point forward, till this is corrected.
Lines 01	Occupied Dwelling Units	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Variation should not be greater than 10%. PHA will need to follow the guidance posted on the Asset Management website that provides for a 3% variance as the threshold percentage requiring a comment. Memo to PHAs: PIC Pre-populated Unit Months Data for the HUD-52723 Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 02	Occupied Dwelling Units – by Police etc.	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 03	New Units	Whole number	Warning	Unit months must be a whole number and greater than or equal to 0.
Lines 04	New Units (10/1 to 12/31)	Whole number	Warning	Unit months must be a whole number and greater than or equal to 0.
Lines 05	Units undergoing modernization	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Line 06	Special Use Units	Whole number	Warning	Unit data is pre-populated. Special Use Units are limited to 2 per 100 ACC units for entire PHA Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.

Line Item	Name	Required Format	Message Type	Validation Check
Line 06a	Police Special Use Units	Whole number	Warning	Police Special Use Units (Line 06a) should not exceed Occupied Dwelling Units (Line 02). Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 07-09	Vacant Unit Months	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Line 10	Units vacant due to changing market conditions	Whole number	Warning	Unit Data is pre-populated. PHA should have an approved appeal or should have requested an appeal. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 11	Units vacant and not categorized above.	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 12	Units eligible for Asset Repositioning Fee.	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 13	All other ACC units not categorized above.	Whole number	Warning	Unit data is pre-populated. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Lines 17	Units included on line 01 but removed from Lines 01-11	Whole number	Warning	Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4. Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
Section 3.				
A. 05	PUM Utility Expense Level	2 Decimals	Warning	An explanation is required if entered UEL is greater than \$300 or greater than +/- 15% of the 2010 UEL.
A. 07	Self-Sufficiency,	Whole number	Restricted Entry	Entry allowed only to PHAs on EDSC List (to be posted on the web).
A. 08-10	Energy Loan Amortization, PILOT, Cost of independent audit	Whole number	Warning	Units must be a whole number and greater than or equal to 0, or else, the tool will not allow the user to proceed.
A. 14	Asset repositioning fee	Whole number	Warning	Amount not to be entered if there are no units on Section 2, Line 12.
B. 01	PUM Formula Income	Pre-populated	Warning	Data is pre-populated and the field is editable. Any changes in data will result in a warning message that will prompt the user to enter a comment in Section 4.
B.01	Resident Paid Utilities Incentive	Check Box	Warning	Pursuant to the guidelines provided in the 2012 Operating Subsidy website, please provide required documentation.
C. 01	Moving-To-Work	Whole number	Warning	Entry is allowed only for MTW PHAs with alternative subsidy calculation. Amount must be a whole number greater than or equal to 0.