

Dear Executive Director:

The Office of Public and Indian Housing (PIH) is pleased to inform you that the Capital Fund Program (CFP) grant awards for formula grants and, where applicable, Replacement Housing Factor (RHF) grant(s) for your Public Housing Agency (PHA) for Federal Fiscal Year (FFY) 2016 have been posted to the HUD PIH Web site for the Capital Fund Program located at:

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

We recommend that you bookmark this Web site for future reference. On the Web site, you will also find guidance on FFY 2016 processing of Capital Fund grants as well as a timeline of key processing dates. In order to ensure that your PHA has access to its Capital Funds as soon as possible, please comply with the timeline that has been established.

Go to the CFP Web site to view the grant information and to access the Annual Contributions Contract (ACC) Amendment(s) for your PHA. A PHA may have up to three different grants: a formula grant, a first increment RHF grant, and a second increment RHF grant. By signing the ACC Amendment, your PHA is agreeing to comply with 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 regulation effective November 25, 2013, found at 24 CFR Part 905.

Processing of ACC Amendments received in Field Office after Due Date. The obligation of any ACC Amendment(s) that are received in the Field Office after the due date established in the time line will be delayed until after the Office of Capital Improvements (OCI) has completed the obligation on the FFY 2016 ACC Amendments that were received by the deadline. However, ACC Amendments that were received in the Field Office after the due date will have the same obligation start date as all other FFY 2016 formula grants. HUD Headquarters will provide e-mail guidance to the PHAs and HUD Field Offices on how it plans to process those ACCs that were submitted late.

DUNS number Registration in the System for Award Management (SAM). The Office of Management and Budget (OMB) requires that all applicants for HUD financial assistance have a DUNS number that is registered in SAM. Therefore, a PHA must have a valid DUNS number with a current registration (i.e., the PHA's registration has not expired in SAM) in order to receive CFP grants. This is a reminder that you are responsible for keeping the registration for your PHA's DUNS number current in SAM. If your PHA does not have a current registration in SAM, HUD Headquarters will suspend access to your FFY 2016 Capital Fund grant(s). Consequently, your PHA will not have access to those funds until your PHA can provide the HUD Field Office with evidence that the DUNS number registration is current.

PIC Updates to email Addresses and Contact Information. When sending emails to PHAs and contacting the Executive Directors of PHAs, HUD uses the PIC database. For corrections to a PHA's email address or contact information, please make the appropriate update in the PIC data system. PHAs are responsible for ensuring that their email addresses and contact information are accurate in the Inventory Management System (IMS) / PIH Information Center (PIC).

If you have any questions after viewing the Capital Fund Program Awards or reading the additional processing guidance that is posted to the Web site, contact your local HUD Field Office or send an email to PIHOCI@HUD.gov with "Capital Fund Processing" as the subject.