PHA User Guide

CY 2017 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
Financial Management Division

December 16, 2016 Version 1.2

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1. Introduction

For Calendar Year (CY) 2017, Public Housing Authorities (PHAs) will submit their HUD-52723 to their respective HUD Field Office in Excel. This "PHA User Guide" provides guidance and assistance in completing the CY 2017 PHA HUD-52723 Excel Tool (hereafter referred to as the "Excel Tool") to arrive at the operating subsidy eligibility for their projects.

PHAs may refer to Notice PIH 2014-19 for further instructions on operating subsidy calculation submissions in CY 2017.

2. Obtaining the 2017 HUD-52723 Excel Tool

It must be noted that the Excel Tool is developed in MS Excel 2007 and higher as a macro enabled worksheet. The file MUST be completed and returned as a macro enabled workbook with appropriate file name with'.xlsm' file. PHAs having difficulty in downloading the forms should review the Technical Notes posted on the CY 2017 Operating Subsidy website link below. If the PHA still has difficulty, it should contact their local HUD FO.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2017

If a PHA is using an operating system, 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 6.3 "Tips for Successful Submission".

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

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

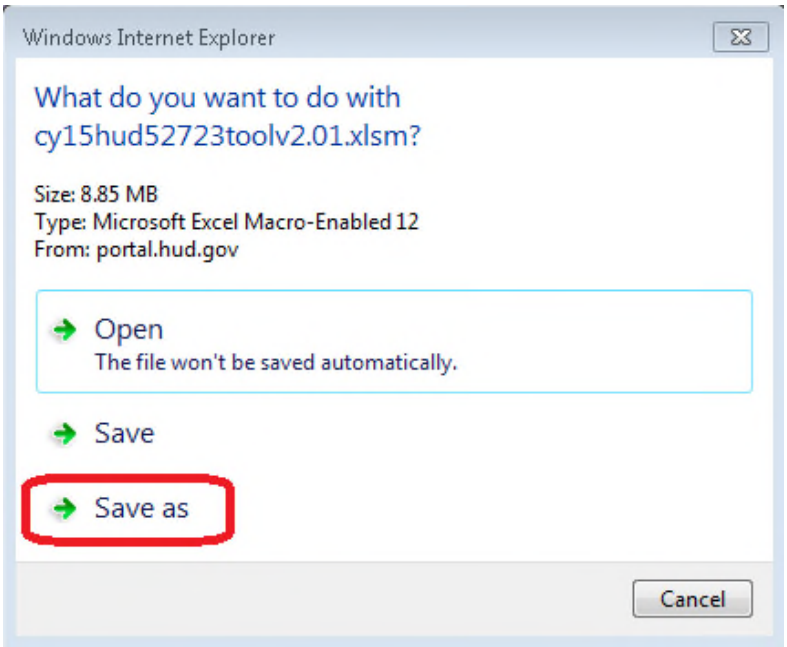
2.1. Create a '2017 HUD-52723 PHA Excel Tool' folder on the desktop.

2.2. Click on the CY 2017 Subsidy Processing website link below. Click on the Excel Tool 'CY 2017 PHA HUD-52723 Excel Tool Version 1.09' or higher versions. The website will always be updated with the latest version. 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/opfnd2017

Next, click on “Save as” as shown in Figure 2.1

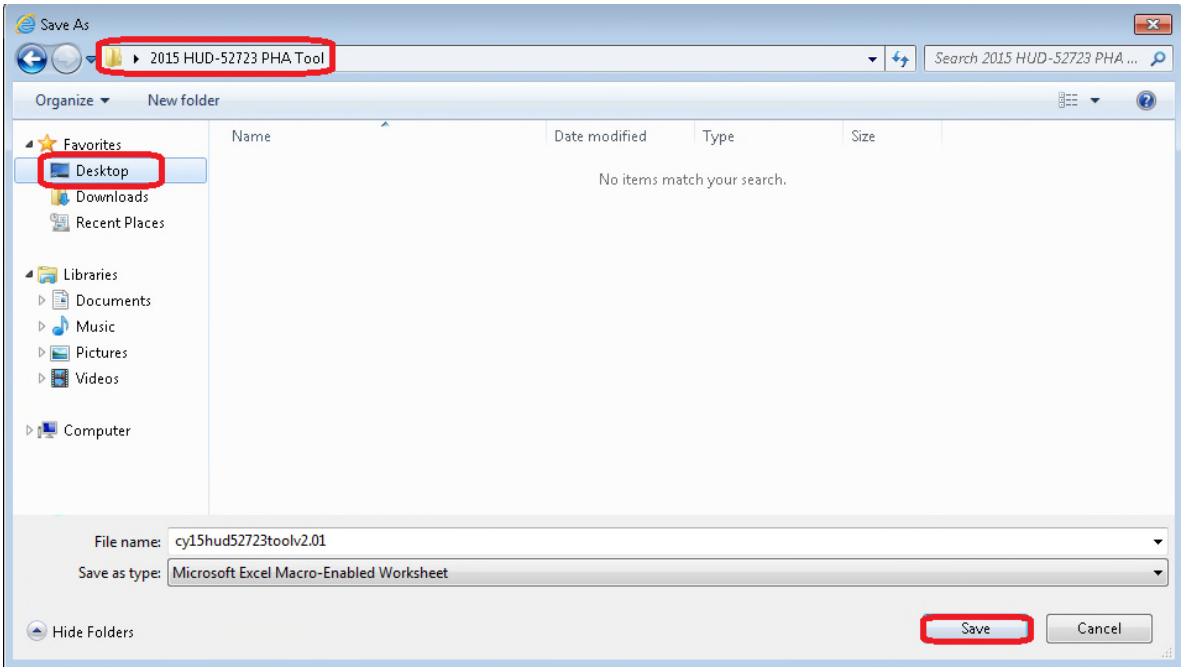
Figure 2.1: HUD-52723 Excel Tool “Save as” Prompt *TBD



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:

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.



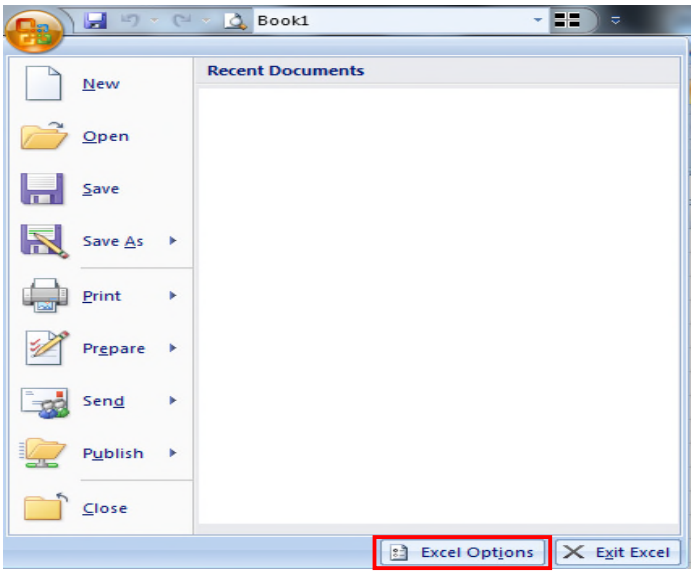
3. Enabling Microsoft Excel Trust Center Settings

Before opening the Excel Tool, it must be saved as listed in Section 2 and Trust Center settings must be enabled in Excel. Open Excel and follow the steps below in Section 3.1 or 3.2 for the version of Excel on your computer.

3.1. Enabling in Excel 2007

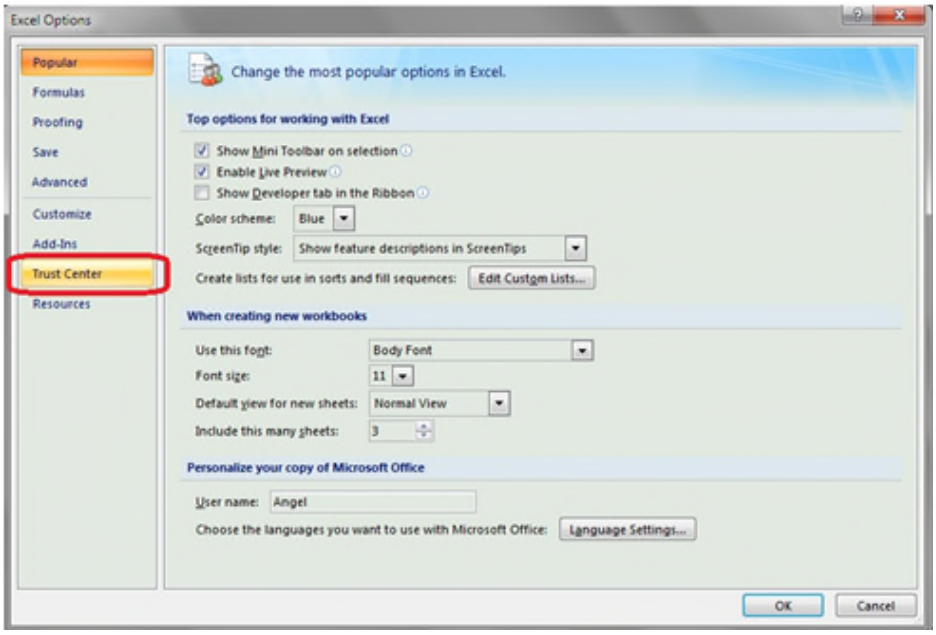
Click the ribbon at the top left, then click "Excel Options" as shown in Figure 3.1:

Figure 3.1: Ribbon and 'Excel Options' button in MS Excel 2007.



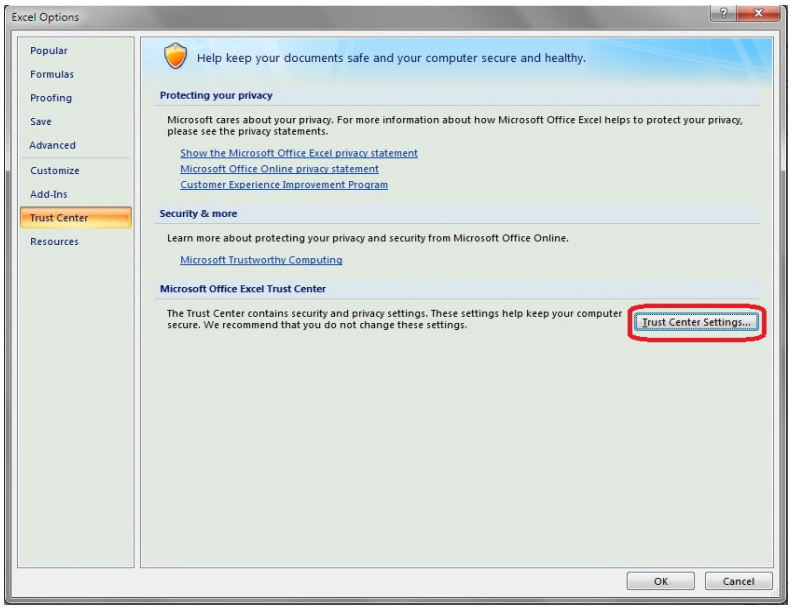
Next, click on "Trust Center" on the left side of the menu as shown in Figure 3.2:

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


Excel Options
Popular
Formulas
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources
Change the most popular options in Excel.
Top options for working with Excel
Show Mini Toolbar on selection
Enable Live Preview
Show Developer tab in the Ribbon
Color scheme:
Blue
ScreenTip style:
Show feature descriptions in ScreenTips
Create lists for use in sorts and fill sequences:
Edit Custom Lists...
When creating new workbooks
Use this font:
Body Font
Font size:
11
Default view for new sheets:
Normal View
Include this many sheets:
3
Personalize your copy of Microsoft Office
User name:
Angel
Choose the languages you want to use with Microsoft Office:
Language Settings...
OK
Cancel

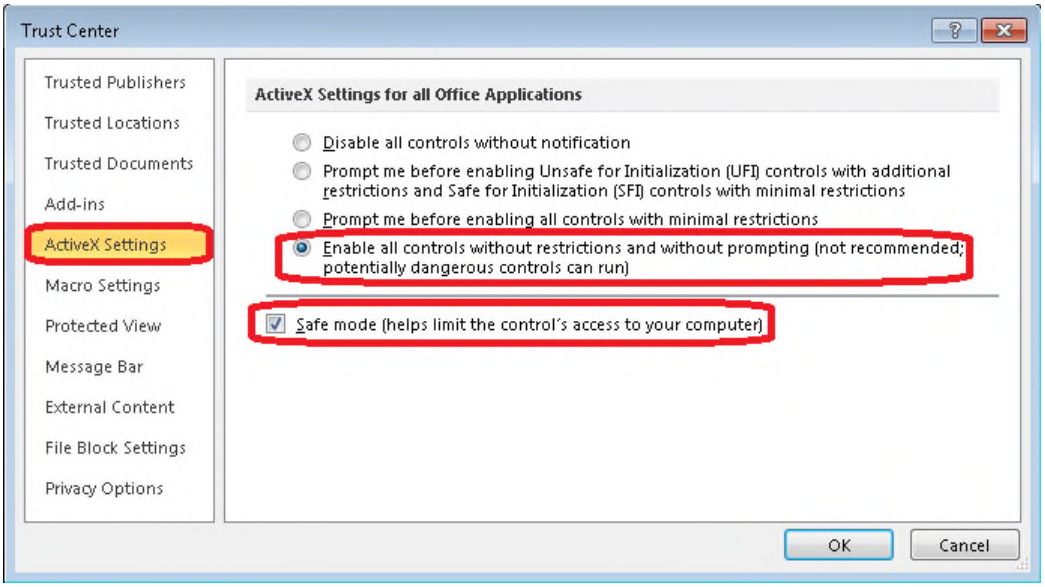
Click the button “Trust Center Settings” as shown in Figure 3.3:

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



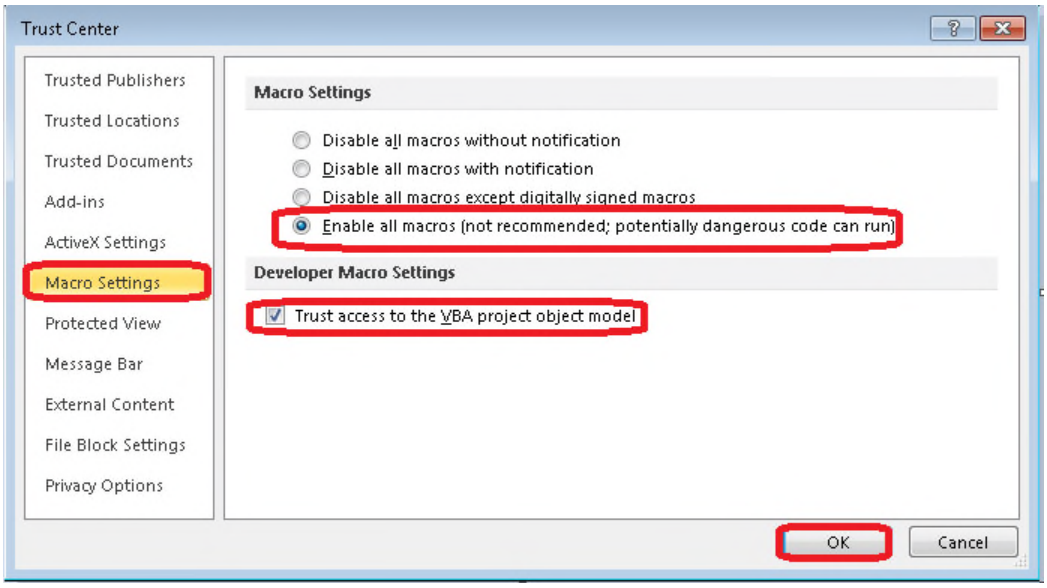
Click on “ActiveX Settings” in the Trust Center Settings window, then select the radio button “Enable all controls…” and check the box “Safe mode…” as shown in Figure 3.4 (If these options are already selected, simply proceed with the next step.

Figure 3.4: ActiveX Settings



Click on “Macro Settings” in the Trust Center Settings window, then select the radio button “Enable all macros…” and check the box “Trust access to the VBA…,” then click on “OK” as shown in Figure 3.5 (If these options are already selected, simply click on OK and proceed with the Excel Tool).

Figure 3.5: Macro Settings



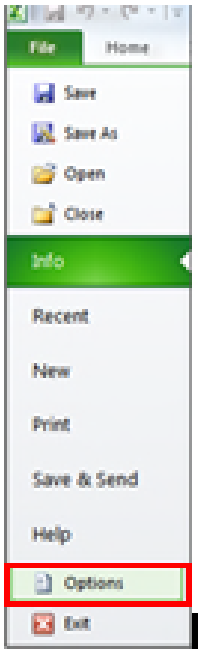
If the user still gets an error, it may be because the system does not trust the file location when the file is opened the first time. In this case, the user must close the file and open the file again.

It is important to return to the “Trust Center Settings” window and return to the original ActiveX setting (usually “prompt me before enabling all controls with minimal restrictions”) and Macro setting (usually “disable all macros with notification”) to ensure the security of your computer after you have completed the PHA Excel Tool.

3.2. Enabling in Excel 2010-2016

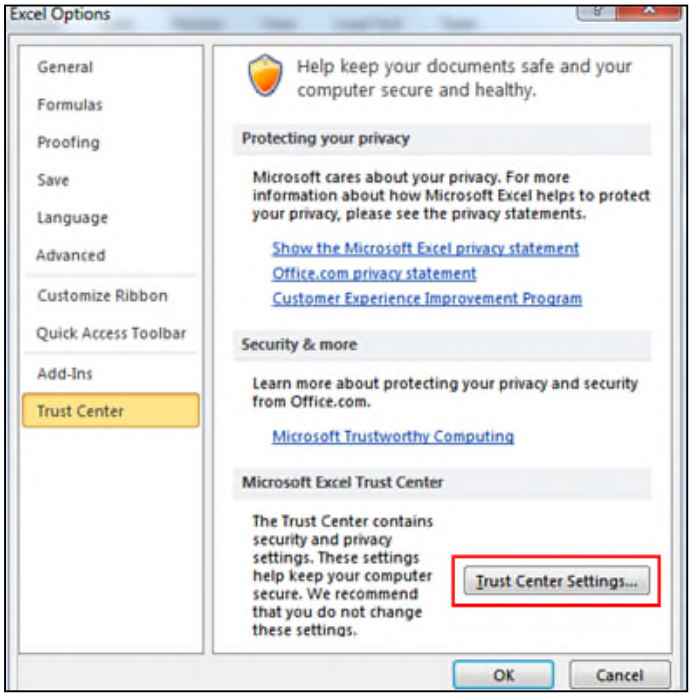
Open Excel and click on the “File” button on the top left, then click on ‘Options’ as shown in Figure 3.6.

Figure 3.6: Click on File and 'Options' button in MS Excel 2010.



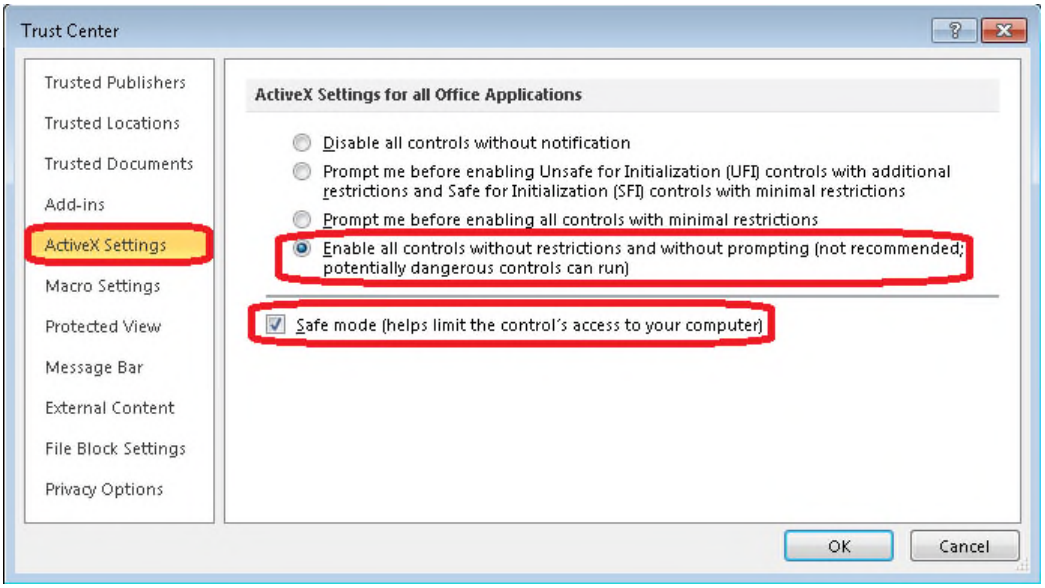
Next, click on "Trust Center" on the left side of the menu and click "Trust Center Settings" on the bottom right as shown in Figure 3.7.

Figure 3.7: Click on 'Trust Center' and then click on 'Trust Center Settings'.



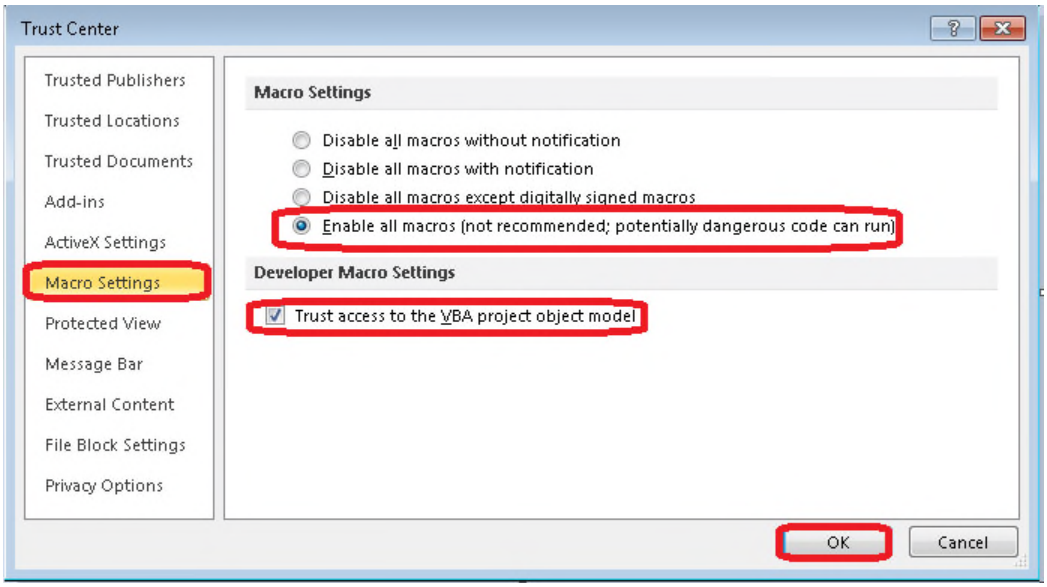
Click on “ActiveX Settings” in the Trust Center Settings window, then select the radio button “Enable all controls…” and check the box “Safe mode…” as shown in Figure 3.8 (If these options are already selected, simply proceed with the next step.

Figure 3.8: ActiveX Settings



Click on “Macro Settings” in the Trust Center Settings window, then select the radio button “Enable all macros…” and check the box “Trust access to the VBA…,” then click on “OK” as shown in Figure 3.9 (If these options are already selected, simply click on OK and proceed with the Excel Tool).

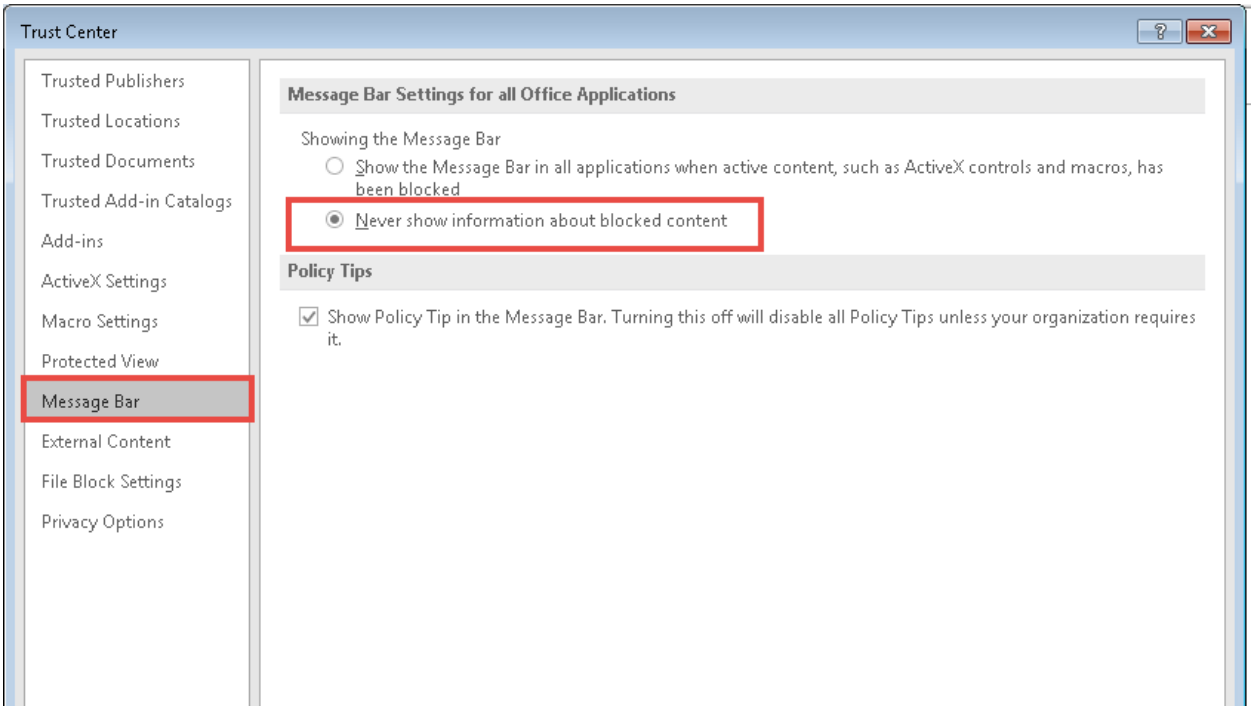
Figure 3.9: Macro Settings



If the user still gets an error, it may be because the system does not trust the file location when the file is opened the first time. In this case, the user must close the file and open the file again.

Figure 3.6: Message Bar Settings

Click on “Message Bar” in the Trust Center Settings window, then select the radio button “Never show information about blocked content.”



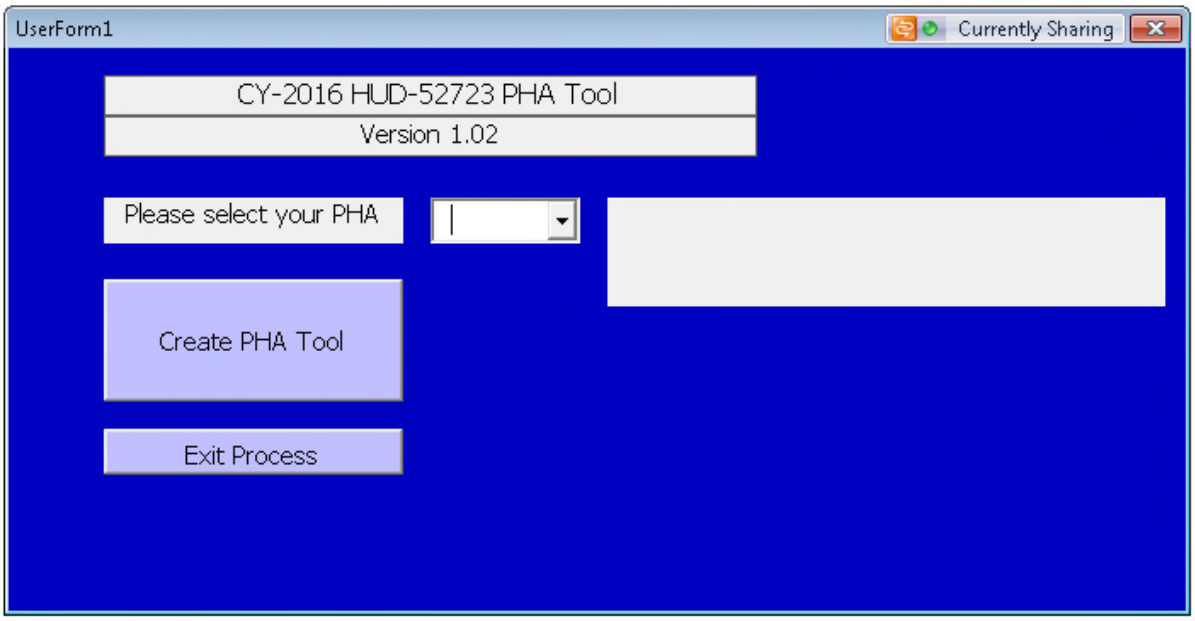
It is important to return to the “Trust Center Settings” window and return to the original ActiveX setting (usually “prompt me before enabling all controls with minimal restrictions”) and original Macro setting (usually “disable all macros with notification”) to ensure the security of your computer after 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:

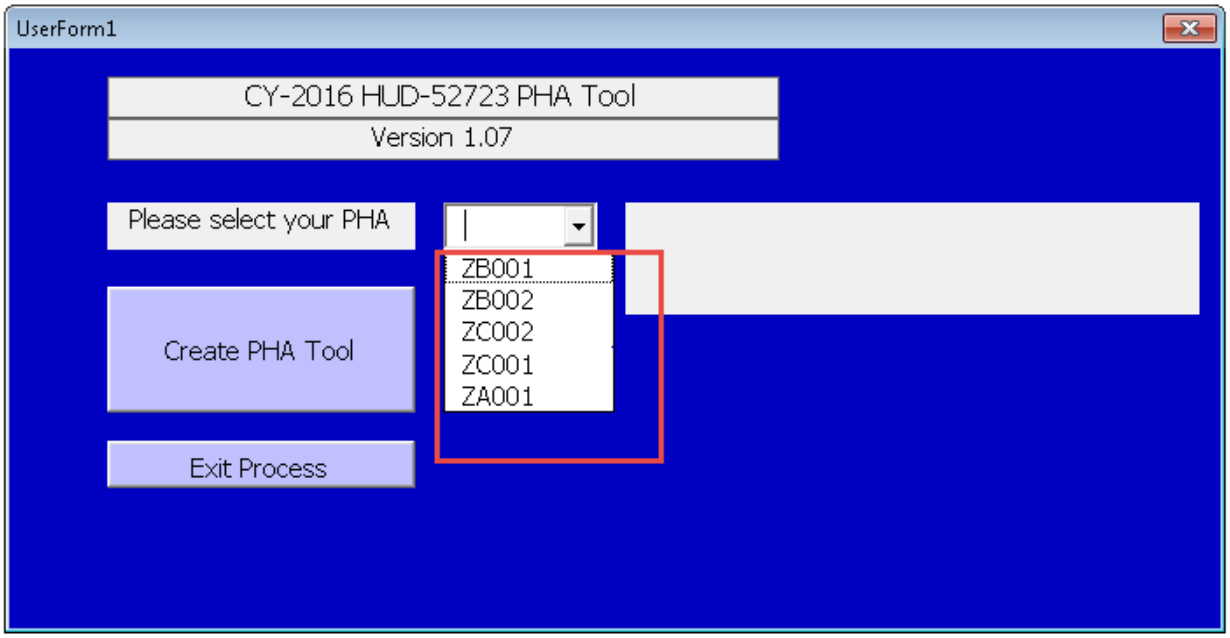
4.1. Double-click on the “Excel Tool” that was saved per instructions in Section-2. The “PHA Selection Form” will appear as shown in Figure 4.1.

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.

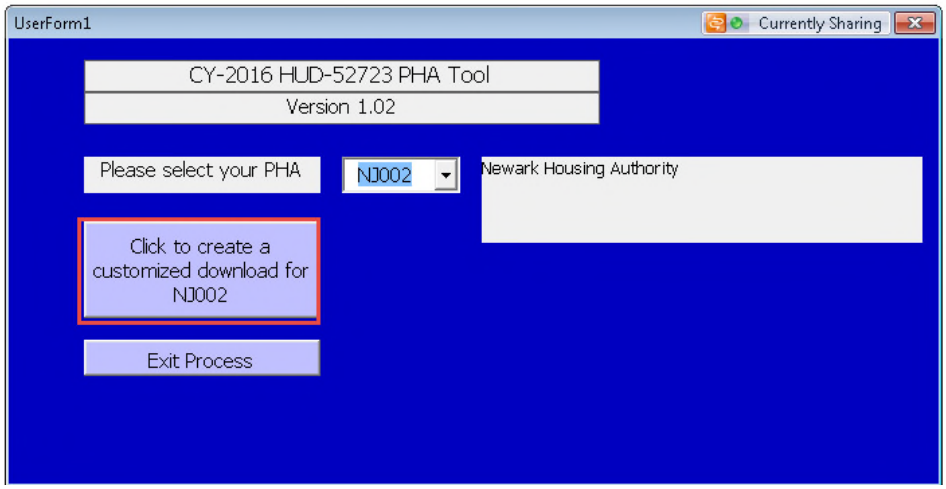
Figure 4.2: PHA Dropdown List



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

Figure 4.3: "PHA Selection" screen with a PHA Code



4.3. Upon Completion of Step 4.3, the "Save" prompt appears as shown in Figure 4.4. 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. AK001_2017 PHA Tool-52723_Version 1.09_2017-01-13) saved as shown in Figure 4.5 (PHA Tool name is generated automatically), which will also result in easy file management.

If the user simply clicks "OK" without selecting another location, the PHA Excel Tool will be automatically saved to the desktop.

Figure 4.4: "Save" prompt for saving the newly created PHA Tool

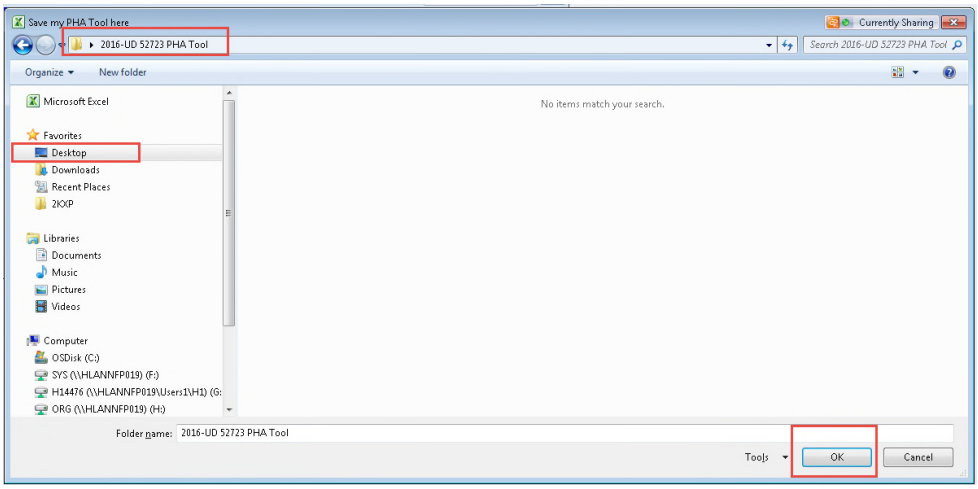
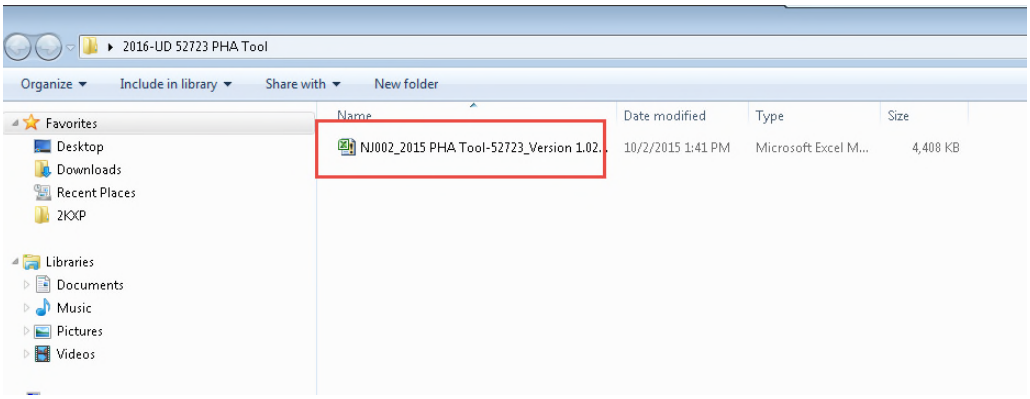


Figure 4.5: Folder structure after saving the PHA Tool



4.4. After completing Step 4.3, the PHA Excel Tool will launch itself and will appear as shown in Figure 4.6. The “Load Project Data” and “Store Project Data” buttons are grayed out and are unavailable.

Figure 4.6: PHA Excel Tool Template.

Version 1.12

2017 PHA Form 52723 Tool

PPN | Load Project Data | Cancel Project Data | Save Project Data

<<<This button Loads the Project Data

<<<This button Stores the Loaded Project Data

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.06/30/2017)

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.

Enter Total Number of ACC Units for this PHA > > 0

1. Name and Address of Public Housing Agency:		**2. Funding Period:**	01/01/2016 to 12/31/2016
		3. Type of Submission:	☑ Original ☐ Revision No.
4. ACC Number:	**5. Fiscal Year End:** ☐ 12/31 ☐ 03/31 ☐ 06/30 ☐ 09/30	**6. Operating Fund Project Number:**	
7. DUNS Number:	**HUD Use Only**		
	8. ROFO Code:		

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 7/1/2015	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2016 (=)
Requested by PHA				0
HUD Modifications				

If PHA the PPN drop-down is not available for selection please exit the file and Excel without saving the file and re-open the tool created for your specific PHA. This issue commonly occurs in Excel 2013 on a 64-bit operating system.

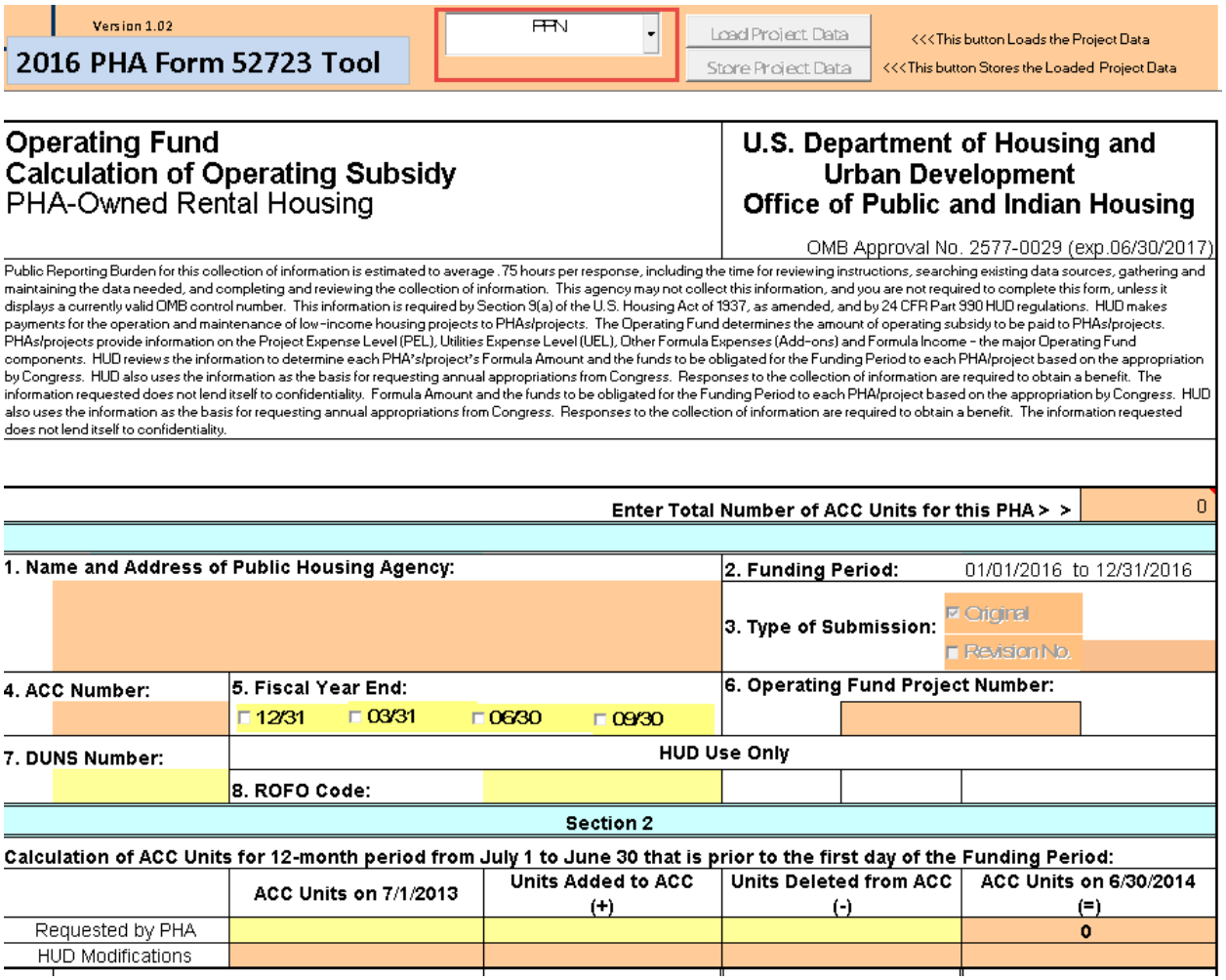
If the wrong PHA code is selected during the PHA Excel Tool creation process, please follow the following steps:

1) *Delete the incorrect PHA Excel Tool from the location where it is stored.*
2) *Follow Steps 4.1 through 4.4 in order to create a new PHA Tool.*

4.5. Select a project from the dropdown menu and click on the "Load Project Data" button (text will appear in black once the project is selected) in order to begin working on a project submission as shown in Figure 4.7.

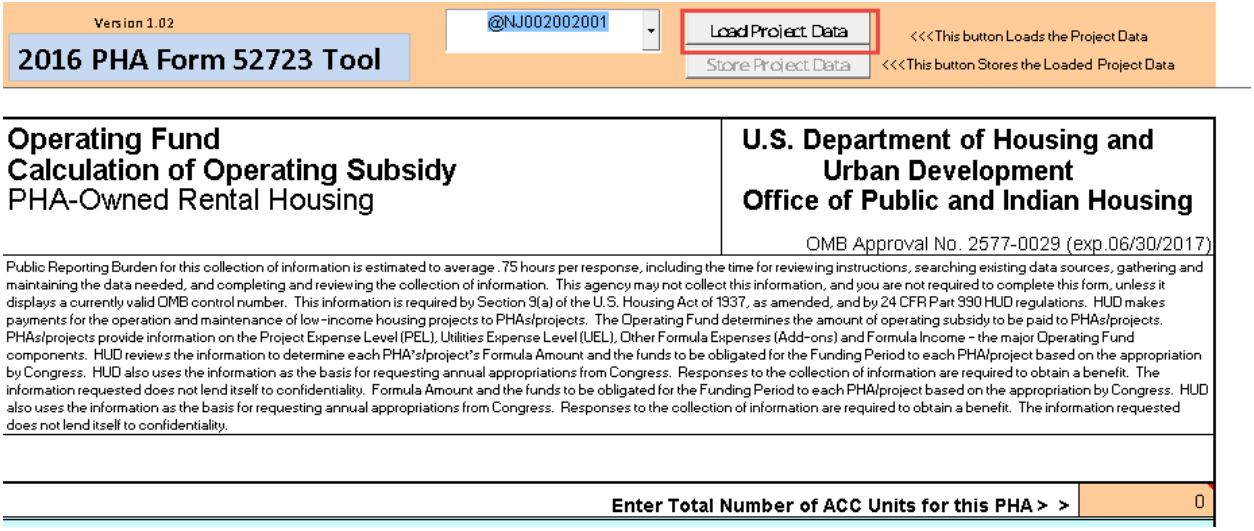
If no project is selected the Tool will appear blank and will not show any data as shown in Figure 4.6.

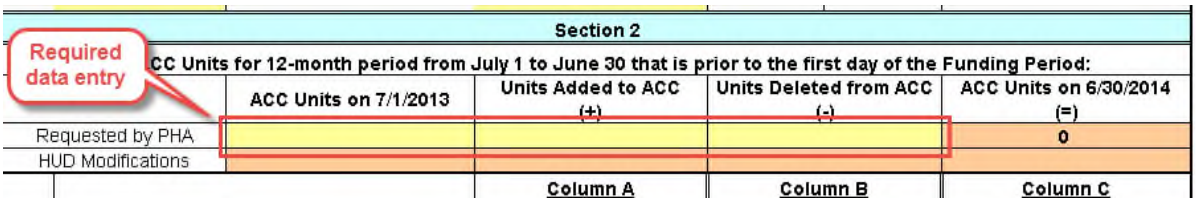
Figure 4.7: Project Dropdown Menu.



4.6. The project will now load with pre-populated (Figure 4.8) data. Once the project is loaded the "Store Project Data" button is available and the "Load Project Data" button is grayed out.

Figure 4.8: Load Project Data Screen.

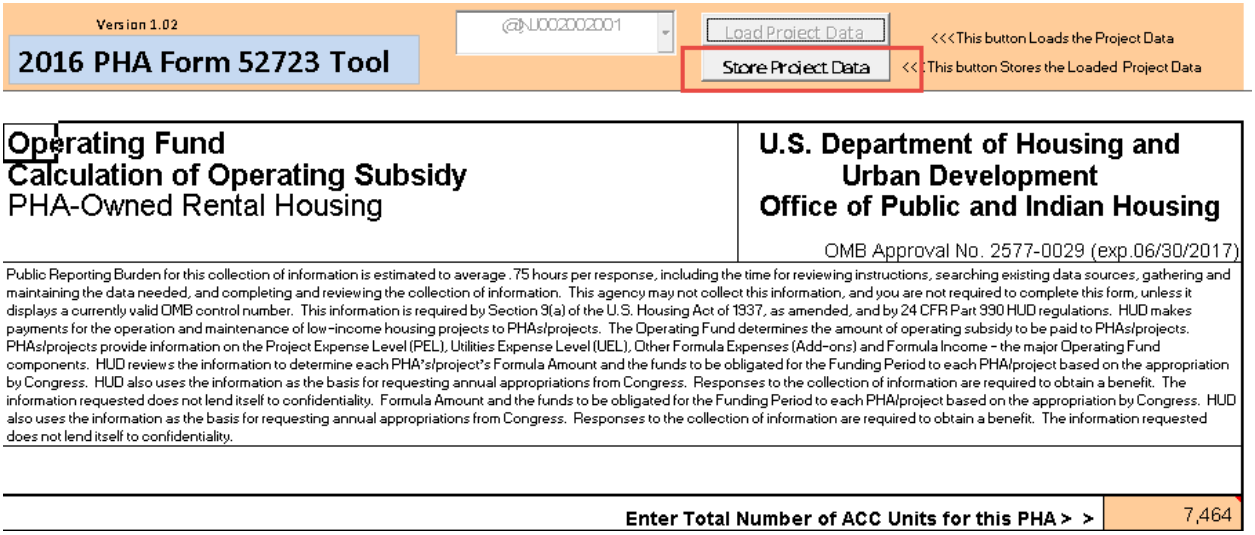




Section 2 ACC unit related data needs to be filled in all three columns and the tool will not allow the users to saving the file in the absence of data being populated; zero is an acceptable value. All care must be taken to populate these fields with appropriate values.

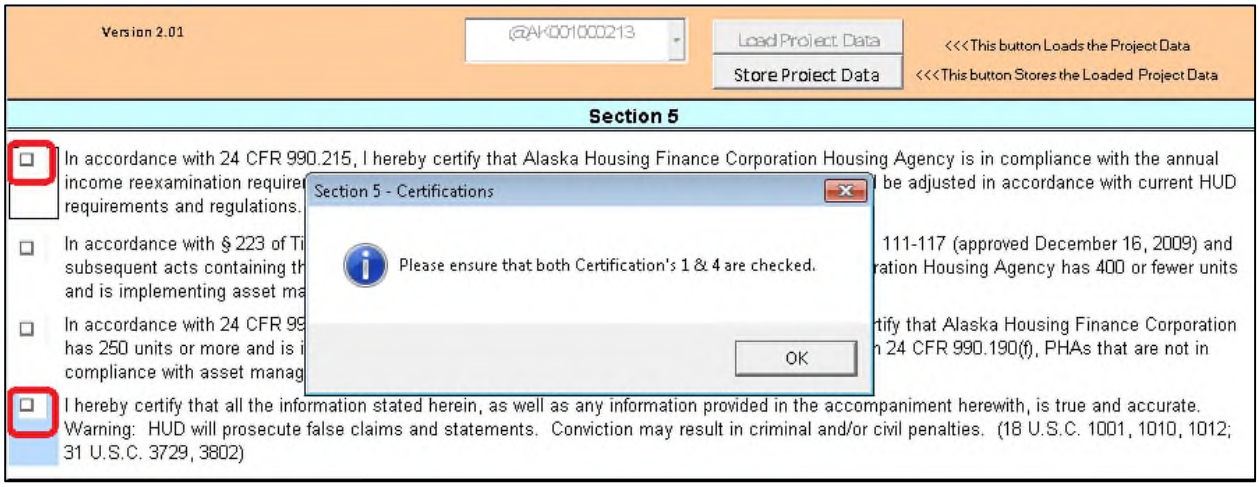
4.7. Once data entry is complete for the loaded project, click the "Store Project Data" button, as shown in Figure 4.9. If the "Store Project Data" button is unavailable click on any cell on the Excel tool template.

Figure 4.9: Storing and saving project data.



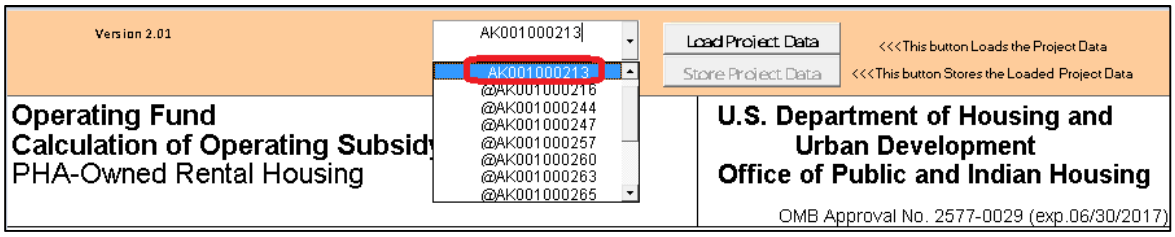
The PHA file has already been saved as PHA_2017 PHA Tool-52723_Version 1.0_Date. All PHAs must check certifications 1 and 4 in Section 5 as shown in Figure 4.10. When applicable, certifications 2 and/or 3 must also be checked. If a PHA cannot certify to the applicable statements, the subsidy calculation will not be approved.

Figure 4.10: Certifications



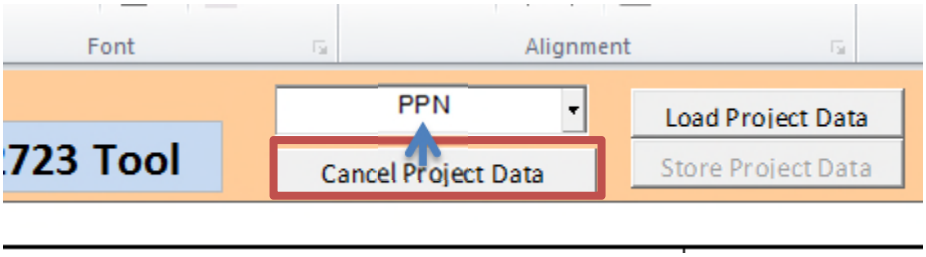
Clicking on the "Store Project Data" button stores the project information within the PHA Excel Tool. The user will notice that the "@" sign will disappear from the beginning of the project number which has just been stored, as shown in Figure 4.11.

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



4.8. Instead of completing the current project you can return to the drop-down selection by canceling the current form. By clicking the Cancel button above the form will reset and the drop-down will return to the Select the PPN prompt. Figure 4.11 shows the location and effect of the form's Cancel button.

Figure 4.11: Cancel Project Data



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 4.5 through 4.7 until the last project is completed. The "Store Project Data" saves the changes made to a given PPN. The user must also save the Excel tool to prevent losing the stored project data as shown in Figure 4.12.

Figure 4.12: Saving Excel Tool

5. 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 5.1. As a general reference, "yellow" cells can be edited. "Orange" cells either contain pre-populated data or are calculated fields and are locked (i.e. not editable) for data entry. Cells that are black are not used and locked. Attempting to change a locked or un-editable cell will produce the alert message in Figure 5.2.

Figure 5.1: Color coding on the Excel Tool.

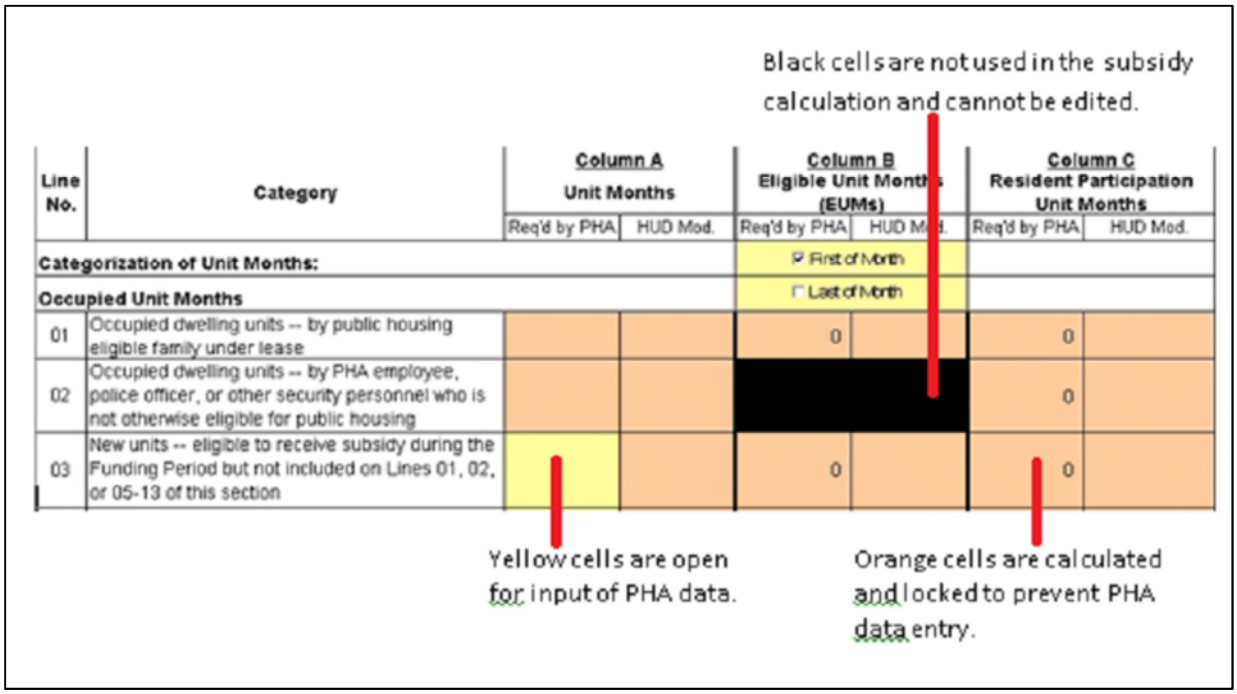
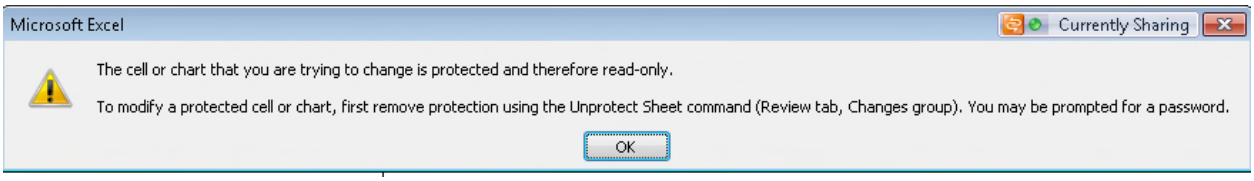


Figure 5.2: Locked Excel cell alert



To maintain the integrity of the Excel Tool, many of the Excel menu options have been removed. This includes cutting, copying and pasting data. Close the Excel Tool to restore these options.

As shown in Figure 5.2, the PHA 52723 Excel Tool has fields that can be edited by PHAs and/or local FOs.

Figure 5.3: Matrix from 2017 Processing Notice.

Item Description	PHA Can Edit	FO Can Edit
Project Number	No	No
Name of PHA	No	No
Address of PHA	No	No
ACC Number	No	Yes
DUNS Number	Yes	Yes
Total number of ACC units for the PHA	No	Yes
Unit status data: Form HUD-52723, Section 2, Categorization of Unit Months, Column A, Lines 01, 02, and 05 through13	No	Yes
*Unit status data: Form HUD-52723, Section 2, Categorization of Unit Months, Column A, Lines 03 and 04 Column B, Lines 6a and 17	Yes	Yes
Per Unit Month (PUM) project expense level (PEL)	No	No
PEL Inflation factor	No	No
Utilities expense level (UEL) inflation factor	No	No
Payment in lieu of taxes (PILOT)	Yes	Yes
Cost of independent audit	Yes	Yes
Asset Repositioning Fee (ARF). Section 3, Line 14	Yes	Yes
PUM formula income	Yes	Yes
Transition funding	No	No

HUD-52723, Section 2, Categorization of Unit Months Final Pre-populated Unit Status for ACC Units added and deleted

When unit tenant status changes become effective in PIC on the first or last day of the month, the PIC Unit Status Summary Report counts the unit under the new unit status.

The rules used to populate the HUD Form-52723 data differ from PIC in this regard. When calculating unit months for Operating Subsidy, if a unit moves from a funded unit tenant status to an unfunded unit tenant status on the first or last day of the month, that unit is included in the total unit count for the month. If a unit moves from an unfunded unit tenant status to a funded unit tenant status on the first or last day of the month, the unit is also included in total unit count and funded for that month. As a result of the differences described above between the calculation of unit months in PIC and the pre-populated data, changes on the first or last day of the month will result in a discrepancy between the PIC reports and the pre-populated data.

5.1. ‘First of the Month’ (FOM) or ‘Last of the Month’ (LOM) checkboxes: The PHA Tool has two checkboxes in Section 2 under ‘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 as shown in Figure 5.3, to indicate ‘First of the Month’ or ‘Last of the Month’ unit months data. User will

observe that 'First of the Month' is checked as default and the data loaded is 'First of Month' unit months data. The user may change the selection to 'Last of Month' and data will pre-populate accordingly.

If the user makes any changes to Lines 10 (Units vacant due to changing market conditions) or 12 (Units eligible for asset repositioning fee yet still on ACC, occupied or vacant) and decides to change 'First of the Month' to 'Last of the Month' or vice versa, these lines will revert back to the original FOM/LOM data that was pre-loaded in the Tool.

Figure 5.4: Checkboxes for 'First 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 7/1/2013	Units Added to ACC (+)		Units Deleted from ACC (-)		ACC Units on 6/30/2014 (=)	
Requested by PHA							0	
HUD Modifications								
Line No.	Category		Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C 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:					☑ First of Month			
Occupied Unit Months					☐ Last of Month			

5.2. Utilities Expense Level (UEL): HUD-52723 Section 3 Part A Line 05 - PUM UEL should be entered based on the PUM UEL calculated on the 2017 form HUD-52722 UEL Excel Tool, Line 26. For CY 2017 a HUD-52722 UEL Excel Tool has been provided to calculate the PUM UEL. If the project does not have any PHA-paid utilities (ex. units or common areas), enter a remark in section 4 of form HUD-52723 to this effect to confirm the PHA didn't erroneously omit utility data.

The PUM UEL on the HUD-52722 and HUD-52723 MUST match. If they don't match, HUD won't accept the PHA's submission.

5.3. Self-Sufficiency: Section 3, Part A, Line 07, The Self Sufficiency add-on is available only to PHAs included in the Elderly/Disabled Service Coordinator (EDSC) list posted on the web at the following link:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2017

5.4. Payment In Lieu of Taxes (PILOT): Section 3 Part A Line 09 - The PILOT add-on is pre-populated and is computed 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%. PILOT is pre-populated and editable in the 2017 Excel Tool. 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.

5.5. Cost of Independent Audit: Section 3, Part A, Line 10**,** Audit cost is pre-populated and editable. 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.

5.6. Asset Management Fee: In the PHA Tool, PHAs should ensure that they check the appropriate certification(s) in Section 3, Part A, Line 12, and Section 5 based on the following guidelines:

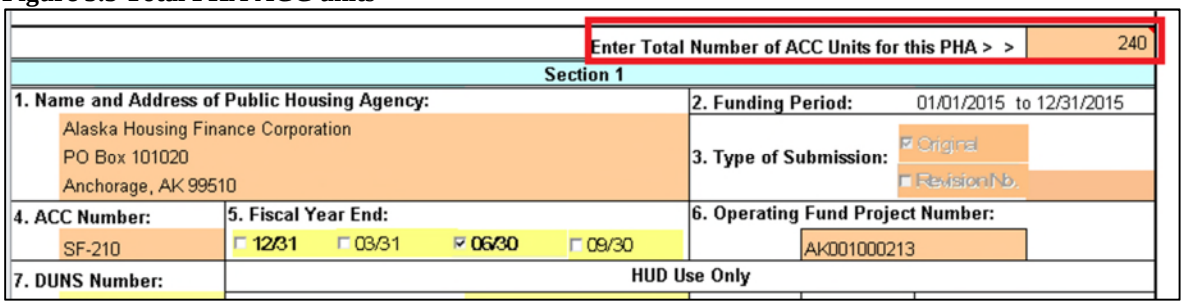
- If the PHA has more than 249 units, and is in compliance with asset management, requirements, and certification 3 at the bottom of the form, the "Eligible for an Asset Management Fee" in Section 3 Line 12 should be checked. If both items are checked, the form will calculate an Asset Management Fee for the PHA.

- If PHA has less than 250 units, and is in compliance with asset management requirements, and certification 2 at the bottom of the form, the "Eligible for an Asset Management Fee" in Section 3 Line 12 should be checked at the bottom of the form, and the "Eligible for an Asset Management Fee" in Section 3 Line 12.

- If the PHA has a single Project regardless of the number of ACC units it will be ineligible for Asset Management Fee. The 52723 Excel tool will contain a pre-populated list of these PHAs.

If the appropriate certification(s) are not checked, the tool will not close. If the Total PHA ACC Units are not pre-populated in the top right hand corner of the PHA Excel Tool as shown in Figure 5.4, the respective Field Office must be informed. The Field Office analyst must enter the appropriate number while reviewing the Tool, so that the project is assigned the correct asset management fees.

Figure 5.5 Total PHA ACC units


Enter Total Number of ACC Units for this PHA > > 240

Section 1

1. Name and Address of Public Housing Agency:
Alaska Housing Finance Corporation
PO Box 101020
Anchorage, AK 99510

2. Funding Period: 01/01/2015 to 12/31/2015

3. Type of Submission: ☑ Original ☐ Revision No.

4. ACC Number: SF-210

5. Fiscal Year End: ☐ 12/31 ☐ 03/31 ☑ 06/30 ☐ 09/30

6. Operating Fund Project Number: AK001000213

7. DUNS Number:

HUD Use Only

5.7. Formula Income: Section 3, Part B, Line 01, For CY 2017, PUM Formula Income is pre-populated and is calculated pursuant to 'CY 2017 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/ph/am/of/opfnd2017

Resident-Paid Utilities Incentive checkbox: In accordance with the regulations at 24 CFR 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. PHAs may reference the following guidance to check if they are in compliance with the Resident-Paid Utilities Incentive:

http://portal.hud.gov/huddoc/capture-resident.pdf

The financial data for calculating PUM Formula Income is derived from PHAs' financial data schedules (FDS) for FYEs 3/31/2013, 6/30/2013, 9/30/2013 and 12/31/2013.

Furthermore, if the PHA has an EPC with a Resident Paid Utilities savings, the savings amount must be entered as a negative number in Section 3 Part B Line 2 shown below. In the past, the savings were deducted from Formula Income in Line 1. The revised methodology requires Line 1 to be unaffected by incentive savings and the savings to be discretely entered on Line 2. If you claim a RPU incentive and leave Section 3 Part B Line 2 blank, then you will be prevented from saving the tool. You must enter a value less than or equal to zero if you claim RPU EPC incentive by checking the box. In addition, if you are claiming a RPU EPC incentive you must enter a comment supporting that incentive claim in Section 4.

Figure 5.7: Resident Paid Utilities Incentive Savings

Part B. Formula Income

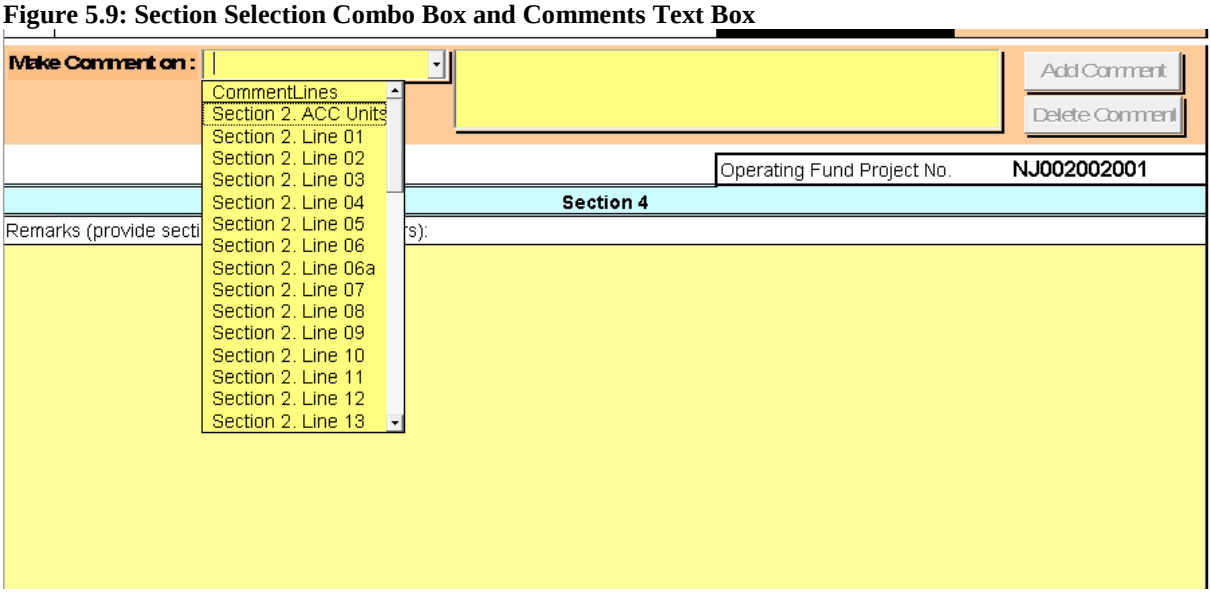
01	PUM formula income	Resident-paid utilities incentive	
02	PUM change in utility allowances		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)		$0.00
04	**Total Formula Income** (Part B, Line 03 times Section 2, Line 15, Column B)		**$0**

5.8. Transition Funding: Section 3, Part C, Line 02, - PUM Transition Funding amount is pre-populated only for PHAs with approved Stop Loss applications.

5.9. Remarks: Section 4: Enter applicable remarks. For example, a modification of the pre-populated PUM formula income Section 3 Part B Line 01 will require an explanation in Section 4 of the Tool and the attachment of any appropriate supporting documentation. Text in the Remarks section will wrap to the next line. In order to go to the next line before wrapping, the user must hit the 'Alt' and 'Enter' buttons on the keyboard together.

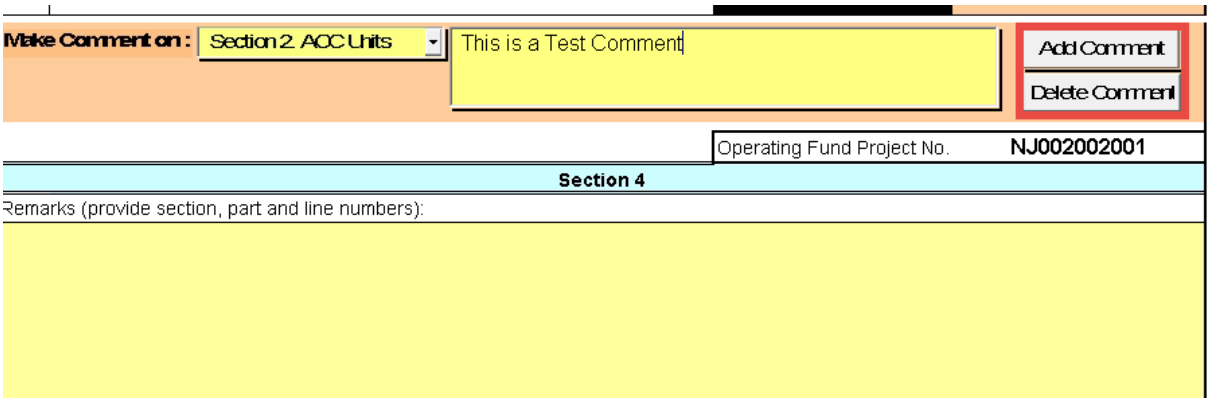
To enter a comment first select a section of the form that you wish to comment on in the combo drop down box shown below.

Figure 5.9: Section Selection Combo Box and Comments Text Box



Once you have made a selection, the Add and Delete Comment buttons will be enabled shown below. Enter your text in the text box to the right of the section select combo box. Once you are done entering comments click the Add Comment box. Once you hit Add Comment the section selection combo box and the comments text box where you entered the comments will reset to blank. Allowing you to enter your next comment. Please note that in order to add a comment you must make a selection in the combo box. You cannot enter comments into the tool and save them without making a selection on the section selection combo box.

Figure 5.9.1 Add and Delete Comment buttons



Please note that only one comment can be entered per section per AMP number. If you wish to edit or override an existing comment, you must first delete that comment and then add it again. To Delete the comment simply select the section from the section selection combo box and then click Delete Comment. This will completely erase the comment from the tool. This is irreversible so please be careful when performing this operation. Once the comment is deleted you are free to add a new one following the add steps above.

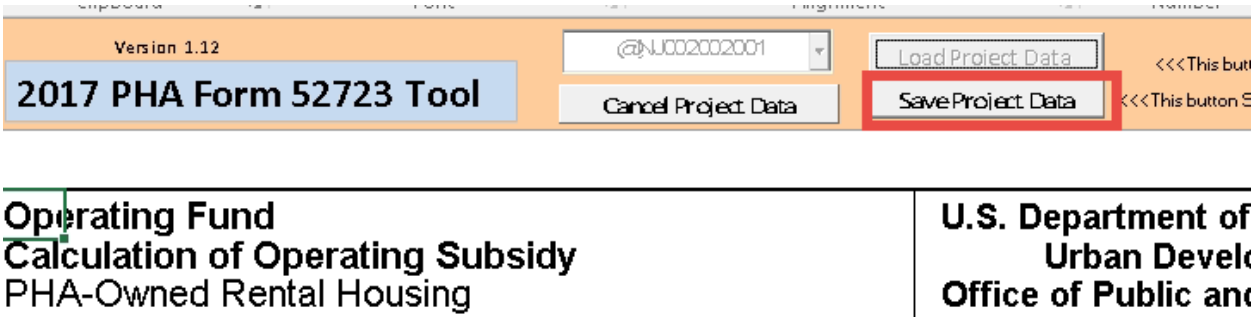
5.10. Warnings and error messages flash whenever inappropriate data is entered in the data entry fields. Refer to Appendix A for the list of data validation checks.

PHAs must email the completed HUD-52722 and HUD-52723 Excel Tools to their respective Field Offices. Mailed, faxed or scanned copies of the Excel Tools will not be accepted. The PHA must scan and email the signed current versions of the SF-424 and HUD-50071 with the Excel Tools to the Field Office unless prior approval is given by the Field Office to send via fax. Current versions of the SF-424 and HUD-50071 are posted at the Asset Management website. The email must be sent by the PHA. Fee accountants or other entities other than the PHA may not submit the forms directly to HUD.

6. Tips for Successful Submission

6.1. 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 " " located in the upper right hand corner of the PHA Excel tool. The user will not be prompted to save changes to the file. The only way to ensure changes are saved to the tool is to use the Save Project Data button shown below.

Figure 6.1: Save Project Data



This button is the only way to ensure that data entered into the form is saved. If the user does not use this button and closes the form any work on the form may be lost.

The saved file will have a ".xlsm" file extension. Every PHA tool along with any backup documentation should be included into one zipped file and emailed as an attachment to the PHA's respective FO. The following syntax should be used in the subject line of your e-mail:

PHA Code + 2017 HUD-52723 PHA Excel Tool
For example: AK001_2017 HUD-52723 PHA Excel Tool

6.2. 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. In case the project is accidentally loaded and saved and the PHA does not want to submit, the PHA must inform their Field Office.

6.3. Printing the PHA Tool in MS Excel 2010:

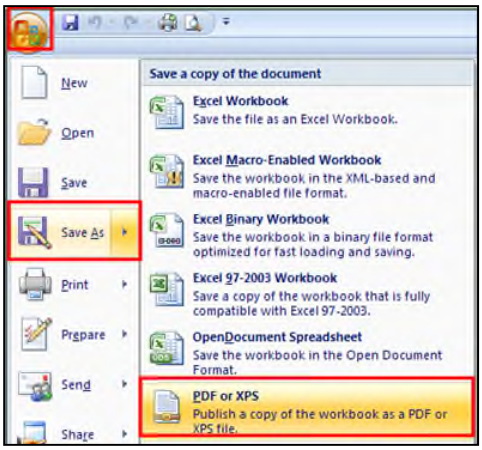
Note that a user must select and load a PPN on the 52723 form before printing. Otherwise, if a PPN is not loaded on the Form 52723 prior print then the user may experience a runtime error.

If the PHA is using a system that has MS Excel 2010 and Windows 7/Windows XP and above, the PHA Excel Tool may not allow for printing. In this case the following steps must be followed:

6.3.1. Create a folder called "Print 2017 HUD-52723 PHA Tool" on the desktop.

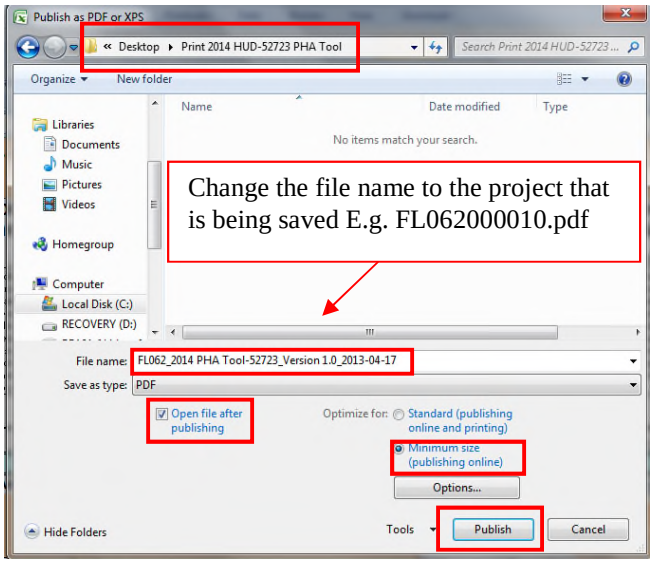
6.3.2. Open the PHA Tool e.g. "FL062_2017 Tool" and load the project that needs to be printed. Click on the ribbon on the left most corner of the file, now select "Save As" and then select "PDF or XPS" as shown in Figure 6.2.

Figure 6.2: File menu "Save As" option.



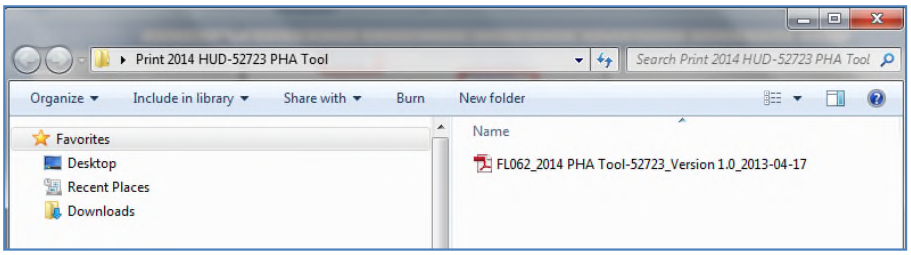
6.3.3. Upon selecting "PDF or XPS" a prompt as shown in Figure 6.3 will appear. The user must select the folder created in Step 6.3.1 and check the appropriate "Optimize for" options and the click on "Publish".

Figure 6.3: Saving the PHA Tool as PDF for printing



6.3.4. The file will be saved by the project name in the folder created in Step 6.3.1 as shown in Figure 6.4., which can be opened and printed.

Figure 6.4: PDF file saved in the Print 2017 HUD-52723 PHA Tool folder.



<u>NOTE:</u> Steps 6.3.2, 6.3.3 and 6.3.4 will have to be followed in order to print any project in the PHA 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 functionality of the PHA Excel Tool, please review the Technical Notes posted on the CY 2017 Operating Subsidy website link below. If the PHA still has difficulty, they should contact their local HUD field office.

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2017

8. Form SF-424, Application for Federal Assistance

This form is required as part of the government-wide *e-grants* management initiative. Each PHA shall submit only one form SF-424. PHAs are to send an email to the appropriate FO with the scanned document attached. However, with prior FO approval, the PHA may send it by fax.

PHAs must have a Dun and Bradstreet Universal Identifier Numbering System (DUNS) number as well as active registration in the System for Award Management (SAM; www.sam.gov) to receive funds from HUD's financial systems. If a PHA does not have a DUNS number, the CY 2017 Operating Subsidy web page provides directions on how to receive one.

http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_9234.pdf

HUD may suspend Operating Subsidy grants for PHAs that do not comply with the above requirements.

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. Guidance to assist PHAs in completing the SF-424 is posted at:

http://portal.hud.gov/hudportal/documents/huddoc?id=2012-sf424-guidance.pdf

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 1 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: 2017 PHA HUD-52723 Excel Tool Line Items and Validation Checks

Line Item	Name	Required Format	Message Type	Validation Check
Section 2.				
Units	On 7/1	Whole number	Warning	Units must be a whole number and greater than or equal to 0.
Units	Units Added to ACC	Whole number	Warning	Units must be a whole number and greater than or equal to 0.
Units	Units Deleted from ACC	Whole number	Warning	Units must be a whole number and greater than or equal to 0
Units	Units on 6/30	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 until this is corrected.
Lines 03	New Units	Whole number	Warning	Unit months must be a whole number and greater than or equal to 0.

Line Item	Name	Required Format	Message Type	Validation Check
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.
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 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 +/- 20% of the 2014 UEL. The tool will not accept a UEL value with more than two decimal places. The tool will round the UEL to two decimal places.
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	Amount 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. Amount must be consistent with ARF tool both as deployed by HUD's Financial Management Division (FMD), or as revised by FO, submitted to and accepted by FMD (see ARF tool and guidance on FMD intranet site for details). Field offices should be aware that ARF eligible unit months should be in Section 2, Line 12 only if they are NOT RMI.
B. 01	PUM Formula Income	Pre-populated	Warning	Amount 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. The tool will not accept a Formula Income value with more than two decimal places. User must enter the Formula Income value with no more than two decimal places.
B.01	Resident Paid Utilities Incentive	Check Box	Warning	Pursuant to the guidelines provided in the 2017 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.