

Secretary's Representatives;
Public Housing Directors;
Administrators, Offices
of Native American Programs;
Public Housing Agencies; Indian
Housing Authorities; Resident
Management Corporations; Resident
Councils; Resident Organizations

Notice PIH 96-19(HA)
Issued: 4/18/96
Expires: 4/30/97

Additional Budget Line Item for the Tenant Opportunities
Program (TOP) in the Line of Credit Control System
(LOCCS)/Voice Response System (VRS)

1. **PURPOSE.** This Notice transmits information on an additional line item that has been added to the Tenant Opportunities Payment Voucher, Form 50080 TOP Credit Control System (LOCCS)/Voice Response System (VRS). This Notice establishes a new line item for Travel, Budget Line Item (BLI) Code 9590. In the prior TOP Application Kit, the guideline limit for travel related to training is approximately \$5,000. Under the new BLI for Travel, TOP grantees are required to limit spending to no more than \$5,000 for a 3-5 year period. This action is effective immediately.
2. **APPLICABILITY.** This Notice applies to:
 - A. Public Housing Agencies (PHAs) funded on behalf of Resident Councils (RCs)/Resident Management Corporations (RMCs) in FY 1988, and Resident Councils (RCs), Resident Management Corporations (RMCs), Resident Organizations (ROs) with FY 1989-FY 1993 Resident Management Technical Assistance Grants (RMTAG).
 - B. RCs/RMCs/ROs, who have received a TOP Technical Assistance Grant.
 - C. HUD Field Offices of Public Housing (FOs) and HUD Area Offices of Native American Programs (AONAPs).

3. **BACKGROUND.** The \$5,000 travel budget under TOP is to support incidental travel expenses related to activities that directly pertain to the grantees' ability to locally administer, manage and implement the TOP work plan, in accordance with program statutes and requirements. All travel shall be directly related to the timely accomplishment of the TOP with goals to be accomplished in the various phases of the work plan. Requests for travel funds above the \$5,000 limit require justification, and must be approved by the HUD FOs/AONAPs. HUD is developing policies and procedures governing travel to be performed by RM/TOP grantees and will be published in the near future.
4. **DIRECTION.** The cumulative disbursements for travel, from the time of grant execution to the present, taken from the BLI 9580 Miscellaneous or other categories in LOCCS, including monies expended for travel to HUD-sponsored training workshops or RM/TOP National Grantee Workshops, should be entered into LOCCS on BLI 9590 Travel. The Travel BLI 9590 has already been added to the LOCCS/VRS. The HUD Form 50080 TOP LOCCS/VRS Payment Voucher has been revised to include a category for Travel -- see Attachment A. In addition, a chart which includes a description of the activities for the budget line items 9510-9580 on the Form 50080 is enclosed (see Attachment B).
 - A. The following actions are required by the grantees:
 1. TOP grantees are directed to immediately revise their work plan/budgets to reflect monies that will be used for travel purposes. Expenses charged to BLI 9590 category will include per diem costs that cover meals and incidentals, and other costs such as airfare, train, bus, taxicab, car rental, cost of attending workshop/conference, i.e., registration fee, lodging, etc. TOP grantees should submit their work plan/budgets the FO for review and approval.
 - B. The following actions are required by the FOs/AONAPs:
 1. The Community Relations and Involvement Specialists (CRIs) are directed to contact the

grantees via telecon or written communication to ascertain the amount of funds which has been spent on travel. The FOs/AONAPs may request documentation, i.e., receipts for hotel, plane, meals, etc., if appropriate, to substantiate the amount of funds spent by the grantee for travel expenses.

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2. The CRIs/AONAPs are directed to enter into LOCCS/VRS the dollar amount expended for travel. The LOCCS/VRS will allow a soft edit to enter the actual amount expended for travel. If this amount exceeds the \$5,000 limit for travel, just enter the actual amount in the LOCCS/VRS. Request for additional funds beyond the \$5,000 limit requires justification, review and approval by the FOs/AONAPs.

The FOs/AONAPs are directed to make changes to the BLIs in LOCCS/VRS to reflect the TOP grantees' travel budget within 30 days from the date of this Notice.

/s/Kevin Emanuel Marchman
Deputy Assistant Secretary for
Distressed and Troubled
Housing Recovery

Attachments (Graphics not attached.)