

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 grant(s) (RHF) for your Public Housing Agency (PHA) for Fiscal Year (FY) 2017 have been posted to the [HUD PIH Website for the Capital Fund Program](#).

We recommend that you bookmark this website for future reference. On the website, you will also find guidance on FY 2017 processing of Capital Fund grants as well as a timeline of key processing dates. To ensure that your PHA has access to its Capital Funds as soon as possible, please adhere to the timeline that has been established.

Go to the CFP website to view the grant information and access the Annual Contributions Contract (ACC) Amendments 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 Final regulation effective November 25, 2013 found at 24 CFR Part 905.

Energy Performance and Information Center (EPIC) Activity Planning Module:

PHAs with fiscal year ends (FYE) on March 31, 2017, and June 30, 2017, will be required to submit their CFP 5-Year Action Plans and Budgets within HUD's EPIC system; the electronic CFP submission process will replace the current paper submission process. Field Offices will review and approve or withhold approval, as appropriate, of 5-Year Action Plans in EPIC. See PIH Notice 2016-21 for more details on the EPIC Activity Planning Module.

A detailed user guide for the Activity Planning Module, along with other EPIC resources, will be made available on the Office of Capital Improvements EPIC Web Page at:

<https://portal.hud.gov/hudportal/documents/huddoc?id=EPICUserManual120516.pdf>

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 FY 2017 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 FY 2017 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 the 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.) 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 FY 2017 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, the Department uses the PIC data base. 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 address and contact information is accurate. If you have any questions after viewing the Capital Fund Program Awards or reading the additional processing guidance that is posted to the website, contact your local HUD Field Office or send an email to PIHOCI@HUD.gov with "Capital Fund Processing" as the subject.