

**Guidance on Final 2016 Operating Subsidy Eligibility and Request for HUD
Modifications/Corrections**

1. This guidance relates to the Public Housing Operating Fund Final Eligibility Report published on the Op Sub web site (see URL below) on September 28, 2016. The guidance is based on HUD-52723 Operating Fund Calculation of Operating Subsidy project level forms submitted by PHAs through Field Offices (FOs) and shown in the Financial Management Division (FMD) Final Eligibility Report as of September 27, 2016. The reported eligibility is based on HUD-52723s received and processed to-date, and includes all new and existing projects to be funded for the calendar year using 2016 Appropriations. The eligibility in this report will be used to make final obligations for 2016 including any adjustments to the 12 months cumulative funding for projects.

2. PHAs should review the Final Eligibility Report worksheet located on the Op Sub web site (see URL below) to confirm that the eligibility shown is accurate. Where PHAs identify issues with the eligibility, if the issues meet the criteria below, **the PHA should email their local FOs immediately but no later than October 05, 2016.**
 - (i) Where eligibility is overstated, PHAs **must** contact their local FO and requests that a correction be made, transmitting the correct version of the HUD-52723 and HUD-52722 (OpSub) Tools; ensuring that the UEL and EUMs in both tools match.
 - (ii) Where eligibility is understated, PHAs may request correction only if at least one of the two criteria below is met:
 - (a) The PHA submitted a revision request on or prior to August 15, 2016 as stipulated in Notice PIH-2016-10: REV-1, but the revised eligibility is not show in report.
 - (b) The understatement in eligibility was caused by a HUD error (e.g. either a change to the HUD-52723 or HUD-52722 Tools or inaccurate guidance or direction). The PHA must be able to document the HUD error.

3. Requests for changes must be accompanied by the appropriate supporting documentation: that is, proof that the PHA complied with the August 15, 2016 deadline and/or evidence that changes are needed due to HUD errors. Correct versions of the HUD-52723 or HUD-52722 Tools must also be sent to the local FO.

Local Field Offices will review the requests (and supporting documentation) submitted by PHAs to ensure that they are valid—that is, the PHA complied with the August 15, 2016 deadline, and/or evidence that changes in the amount of Operating Subsidy eligibility are needed due to HUD errors, or eligibility is overstated. If none of these conditions is met, the Field Office should reject the request. However, if one of the conditions is met, the Field Office should review the request and email notification to FMD as to whether they accepted or rejected the request, including the correct OpSub Tools and supporting documentation.