

**Technical Notes on HUD-52722 UEL Excel Tool & HUD-52723 PHA Excel Tool**

In addition to the User Guides for the CY 2013 HUD-52722 UEL Excel Tool and the CY 2013 HUD-52723 PHA Tool, PHAs must note the following while completing their submissions:

#	Description	Course of Action
<b>HUD- 52722 UEL Excel tool</b>		
1	Only in case of <b>large PHAs</b> (more than 20 projects), when the UEL Excel Tool is opened and the user clicks on the 'Create PHA Tool' button, the form appears to be frozen.	Please note that the screen only appears to be frozen and is actually generating the PHA Level Tool. User must allow 2-3 minutes for completion of this process.
2	<p><b>Issue:</b> When "Flat Rate" incentive type is selected for a project and the "Actual Utility Cost" is entered on Line 16 and saved, the amount saves the first time. However, it does not appear when the project is reloaded.</p> <p><b>Status:</b> Resolved in version 1.1. This version also included projects that were earlier missing on Version 1.0.</p>	<p>PHAs <b>MUST</b> use version 1.1.</p> <p>If the PHA has already entered data for other projects that do not have any "Flat Rate" incentive type, into version 1.0 they can email the same Tool to their Field Office for review. However, the PHA will have to complete version 1.1 for those projects that have a "Flat Rate" incentive type.</p>
<p><b>Note:</b> Similar to 2012 HUD-52723 and HUD-52722 Excel Tools are <b>NOT</b> connected functionally. The Eligible Unit Months <b>MUST</b> be entered on Line 25 in the HUD-52722 UEL Excel Tool <u>for the UEL value to calculate</u>. Please refer to the note in Section-5.1 of the 2013 UEL Excel Tool User guide.</p>		
<b>HUD- 52723 PHA Excel tool</b>		
2	Version 1.1 of the CY 2013 HUD-52723 PHA Excel Tool contains approximately 98% of all projects. These are projects for which the PIC data was available for pre-population.	Version 2.0 has been released for those projects where PIC data was unavailable and Section-2 is editable in this version. A list of 119 projects that are included in version 2.0 are included in Appendix-B in the 2013 HUD 52723 PHA User Guide.
3	If the PHA is working on a machine that has MS Excel 2010 and Windows 7/Windows XP the PHA Excel Tool may not allow for printing.	Alternate printing instructions have been provided in Section- 5.3 (Printing the PHA Tool in MS Excel 2010) of the 2013 PHA HUD-52723 User Guide, which is posted on the on the Operating Fund Website.
<b>General Note on the Excel Tools</b>		
<p>1. The Excel Tools restrict certain MS Excel features in order to maintain data integrity. Thus, a User may encounter a loss of some MS Excel features (copy, paste, right click not working, etc.) after closing out of the Excel Tools. In order to restore all Excel features, the user must open the file "Restore_Excel_Menu_Bars" posted on the Operating Fund Website, click on the button "Restore Menu Bars" and then close the file.</p> <p>2. The PHA Tool and Field Office Tool should not be open at the same time. Each Tool must be completed one at a time.</p>		