

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

Four technical issues were noted with HUD- 52722 UEL Excel tool Version 1.3 and one technical issue with PHA HUD-52723 Operating Subsidy Excel Tool Version 2 These issues along with their resolution status and course of action required by PHAs are summarized below:

| # | Error Description | Course of Action |
|--|---|---|
| HUD- 52722 UEL Excel tool | | |
| 1 | <p>Issue: In version 1.3, on the Non-Frozen screen some lines from 1 through 8 were recorded as text and not values, this may have resulted in incorrect calculation from Line 9 onwards.</p> <p>Status: Resolved in version 1.42. The affected fields have been converted to numeric fields.</p> | <p>PHAs must check the calculations accordingly. If any errors are noted they should use the version 1.42 of the Tool. To avoid this potential error PHAs should download and use HUD-52722 UEL tool version 1.42</p> |
| 2 | <p>Issue: In version 1.3, in the edit mode on the main user interface screen, if any of the lines from 1 through 16 were left blank and “save changes” was clicked, the code treated these blank fields as text and the user would get ‘Value#’ errors on the consolidated report.</p> <p>Status: Resolved in version 1.42. . The affected fields have been converted to numeric fields.</p> | <p>PHAs must check the calculations accordingly. If any errors are noted they should use the version 1.42 of the Tool. To avoid this potential error PHAs should download and use HUD-52722 UEL tool version 1.42</p> |
| 3 | <p>Issue: The Tool has an email functionality built in for the Field Offices, thus has references to MS Outlook. However, some PHAs were getting compile errors in version 1.3 which may have been caused due to absence of MS Outlook or other MF Office issues on their machines.</p> <p>Status: Resolved in version 1.42. The email functionality is still maintained in the Tool; However, the references to outlook have been removed.</p> | <p>PHAs that were unable to open Version 1.3 earlier should use Version 1.42.</p> |
| 4 | <p>Issue: Version 1.3 of the Tool automatically saved as a MS 2003 Excel file.</p> <p>Status: Resolved in version 1.42. Version 1.42 saves the file as a MS 2007 Excel file.</p> | <p>PHAs that have already entered data in Version 1.3 should check the calculations as indicated in points 1 & 2, if everything is flowing correctly they can continue to submit the same forms. However, PHAs must update to Version 1.42 for any additional submissions.</p> |
| HUD- 52723 PHA Excel tool (Version – 2) | | |
| 5 | <p>Issue: The Asset Management Fee checkbox on Line 12 Section 3 of the Tool gets unchecked when the Tool is closed. However, the appropriate Asset management certification in Section - 5 remains checked.</p> <p>Status: This add-on fee will be corrected at the HUD Field Office and Headquarters review. Will be resolved in the Field Office HUD-52723 Excel Tool.</p> | <p>PHAs with more than 400 units: This checkbox will be appropriately checked in the Field Office Tool.</p> <p>PHAs with less than 400 units: PHAs are recommended to appropriately check the certification box in Section-5 based on their opt-out or opt-in AM status. HUD will otherwise assume the election status from 2010.</p> <p>This will enable the Field Offices to check the AM Fee checkbox on Line 12 Section 3 appropriately based on the certification checked by the PHA in Section 5.</p> |
| General Note | | |
| <p>HUD will publish final HUD-52723 and HUD-52722 forms on its website.</p> | | |

The following projects have been added to version 1.43-1 of the HUD-52722 UEL Tool:

| # | PHA Code | Project | PHA Name | Financial Analyst |
|----|----------|-------------|---------------------|---------------------------|
| 1 | CA004 | CA004000851 | Los Angeles City | Linda Chu |
| 2 | CA063 | CA063000008 | San Diego | Linda Chu |
| 3 | GA006 | GA006001080 | Atlanta | Jorge Torres |
| 4 | GA006 | GA006001090 | Atlanta | Jorge Torres |
| 5 | GA010 | GA010000011 | Marietta | Christine Johnson |
| 6 | IL005 | IL005000001 | Granite City | Joseph E. Nemedi |
| 7 | LA001 | LA001002709 | NEW ORLEANS | Russell Mora |
| 8 | LA001 | LA001005705 | Lafitte | Russell Mora |
| 9 | LA001 | LA001008707 | NEW ORLEANS | Russell Mora |
| 10 | LA001 | LA001008708 | Columbia Park IIA | Russell Mora |
| 11 | LA001 | LA001014716 | NEW ORLEANS | Russell Mora |
| 12 | LA001 | LA001015402 | Guste II | Russell Mora |
| 13 | LA030 | LA030000001 | Ville Platte | Danny L. Philson |
| 14 | MA002 | MA002000109 | Boston | Barry Deslauriers |
| 15 | MA002 | MA002002141 | Boston | Barry DesLauriers |
| 16 | MA002 | MA002002142 | Boston | Barry DesLauriers |
| 17 | NC003 | NC003000019 | CHARLOTTE | Raquel K. Hardin |
| 18 | NC019 | NC019000006 | Rocky Mount | Debra Harris |
| 19 | NY009 | NY009000010 | Albany | Donald McMahon |
| 20 | NY011 | NY011000012 | Niagara Falls | Ed Lalley |
| 21 | NY079 | NY079000002 | Glen Falls | Donald McMahon |
| 22 | NY079 | NY079000003 | Glen Falls | Donald McMahon |
| 23 | PA007 | PA007000019 | Chester | Sheppard Van Williams |
| 24 | PA007 | PA007000020 | Chester | Sheppard Van Williams |
| 25 | PA011 | PA011000005 | Bethlehem | Sheppard Van Williams |
| 26 | PA023 | PA023000009 | Delaware | David Kinnard |
| 27 | RQ005 | RQ005001020 | Puerto Rico | Juan Manuel Riviera Jones |
| 28 | SC057 | SC057000010 | North Charleston | Eric Bickley |
| 29 | TN003 | TN003000097 | Knoxville Community | June Oliver |
| 30 | TN006 | TN006000005 | Kingsport | Harold D. Witt, Jr. |
| 31 | WA002 | WA002000341 | King County | Debra Kelley |
| 32 | WA002 | WA002000344 | King County | Debra Kelley |
| 33 | WA002 | WA002000345 | King County | Debra Kelley |

The following projects have been added to version 1.43-2 of the HUD-52722 UEL Tool:

| # | PHA Code | Project | PHA Name | Financial Analyst |
|----|----------|-------------|----------------------|------------------------|
| 1 | AL002 | AL002000021 | Mobil | Anita Johnson |
| 2 | AL005 | AL005000162 | Phenix | Anita Johnson |
| 3 | AL047 | AL047000020 | Huntsville | Joe Przybyzewski |
| 4 | AL160 | AL160000004 | Tuskegee | Anita Johnson |
| 5 | AL169 | AL169000009 | Prichard | Anita Johnson |
| 6 | CO001 | CO001000066 | Denver | Veronica Trau |
| 7 | CT001 | CT001001058 | Bridgeport | Kathleen Bowen |
| 8 | CT001 | CT001001059 | Bridgeport | Kathleen Bowen |
| 9 | CT001 | CT001001061 | Bridgeport | Kathleen Bowen |
| 10 | CT020 | CT020000005 | Danbury | Darmaris Reyes-Goodman |
| 11 | DC001 | DC001005242 | District of Columbia | James Brown |
| 12 | DC001 | DC001005350 | District of Columbia | James Brown |
| 13 | GA004 | GA004000421 | Columbus | Lee Clark |
| 14 | GA011 | GA011000002 | Decatur | Lee Clark |
| 15 | GA095 | GA095000005 | Newnan | Dorothy Carswell |
| 16 | IL025 | IL025000100 | Cook | Mary Polk |
| 17 | IN005 | IN005000009 | Muncie | Kathy Hutcherson |
| 18 | IN005 | IN005000010 | Muncie | Kathy Hutcherson |
| 19 | IN005 | IN005000011 | Muncie | Kathy Hutcherson |
| 20 | KS002 | KS002000007 | Topeka | Julie Miles |
| 21 | MD003 | MD003000012 | Frederick | Emma Middleton |
| 22 | MD005 | MD005000008 | Cumberland | Gregory Curtis |
| 23 | MD006 | MD006000050 | Hagerstown | Gregory Curtis |
| 24 | MS004 | MS004000002 | Meridian | James E. House |
| 25 | MS004 | MS004000020 | Meridian | James House |
| 26 | NC001 | NC001000017 | Wilmington | Deborah Harris |
| 27 | NC001 | NC001000018 | Wilmington | Deborah Harris |
| 28 | NC009 | NC009000019 | Fayetteville | Deborah Harris |
| 29 | NC009 | NC009000020 | Fayetteville | Deborah Harris |
| 30 | NJ002 | NJ002002080 | Newark | Jenny Tsao |
| 31 | NJ010 | NJ010000009 | Camden | Jenny Tsao |
| 32 | NJ010 | NJ010000010 | Camden | Jenny Tsao |
| 33 | NJ021 | NJ021000012 | Paterson | Jenny Tsao |
| 34 | NJ021 | NJ021000018 | Paterson | Jenny Tsao |
| 35 | NJ002 | NJ022000004 | New Brunswick | Sharon Smith |
| 36 | OH003 | OH003000928 | Cuyahoga | Marbury Kenneth |
| 37 | OH007 | OH007000049 | Akron | Susan Zanghi |
| 38 | OH014 | OH014000026 | Jefferson | Kenneth Marbury |
| 39 | PA014 | PA014000012 | Bever | Paul Miller |

| # | PHA Code | Project | PHA Name | Financial Analyst |
|----|----------|-------------|------------------|--------------------------|
| 40 | PA015 | PA015000007 | Heritage | Joseph Piller |
| 41 | PA024 | PA024000007 | Easton | James Gannone |
| 42 | RQ005 | RQ005010060 | Puerto Rico | JUAN MANUEL RIVERA JONES |
| 43 | SC001 | SC001000017 | Charleston | Cali Garson |
| 44 | SC061 | SC061000002 | Cayce | Cali Garson |
| 45 | TN001 | TN001000065 | Memphis | Sam Perrin |
| 46 | TN125 | TN125000101 | Franklin County | Sam Perrin |
| 47 | TX003 | TX003000023 | Alamito Gardens | Nathan Haywood |
| 48 | TX003 | TX003000024 | Montwood Heights | Nathan Haywood |
| 49 | TX005 | TX005000019 | Kennedy | Ingrid Swanier |
| 50 | TX006 | TX006000053 | | Larry Freeman |
| 51 | VA004 | VA004000006 | Alexandria | James Brown |
| 52 | VA004 | VA004000008 | Alexandria | James Brown |
| 53 | WI002 | WI002000068 | Olga Village | David Aho |