



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

November 20, 2013

Dear Executive Director:

**SUBJECT: Calendar Year (CY) 2013 Housing Choice Voucher (HCV)  
Funding Needs**

The purpose of this letter is to urge your agency to review your December 2013 Housing Assistance Payments (HAP) needs in comparison to funds available to cover these December HAP expenses and to immediately contact HUD if you have any questions about the amount of funds available to your agency or your agency's ability to meet your December HAP expenses.

At this point in time, the Department has obligated all HCV renewal funds for your agency for CY 2013. At this point in time, the Department has obligated all HCV renewal funds for your agency for CY 2013. The normally scheduled December disbursement payment will generate and be transmitted to your bank account by December 2, 2013, the first business day of the month. It is important to note that, due to cash management requirements, all funds may not be automatically disbursed to your agency in December since disbursements are based on a previously validated quarter of Voucher Management System (VMS) data.

The resources available to meet December needs include PHA-held Net Restricted Assets (NRA), undisbursed budget authority, and budget authority scheduled to be disbursed to your agency for December 2013. Please note that when reviewing your NRA, you should ensure that the NRA is backed by available cash on hand. If your agency has any questions regarding the amount of undisbursed budget authority available to your agency or the amount of budget authority that is scheduled to be disbursed by HUD for December, you should immediately contact your assigned Financial Analyst (FA) at the Financial Management Center (FMC). The FA will be able to address any questions related to those amounts, and to adjust the amount of the disbursement if needed. Likewise, if you have any concerns that your agency does not have sufficient resources to cover your December HAP expenses, you should immediately contact your FA.

In the event that it is determined that your agency has insufficient funds available, the Department has a limited amount of funds available under the \$103 million Set-aside to address the shortfall under Category 1, Shortfall Funds, for those agencies that meet the eligibility requirements. In order to apply for these funds, PHAs will need to review the criteria for eligibility identified in Notice PIH 2013-24. The application for funds under the Set-aside is provided as Attachment A to the Notice. This notice is available at the following link:  
[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/notices/pih](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/pih)

Please contact your FA as soon as possible if you have any questions or concerns about your agency's ability to meet December HAP expenses. If you should have any other questions regarding the information in this letter, please contact your FA at your earliest convenience.

Sincerely,

Michael Dennis

Digitally signed by: Michael Dennis  
DN: CN = Michael Dennis C = USO =  
Office of Housing Voucher Programs  
OU = Director  
Reason: I am approving this document

Michael S. Dennis  
Director  
Office of Housing Voucher Programs

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form HUD-713.1 (02/03)