

Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@gnat.org]
Sent: Wednesday, April 18, 2012 3:50 PM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: FW: Notification of Approval

From: FinancialManagementCenter [mailto:FinancialManagementCenter@cityofgalveston.org]
Sent: Wednesday, April 18, 2012 3:27 PM
To: [mailto:ramona.purgason@cityofgalveston.org]
Subject: VMS: Notification of Approval

Ramona Purgason,

This is a notification that the VMS data submission for the March 2012 reporting period for PHA TX017, Housing Authority of the City of Galveston, has been approved by your FA. The following comments have been entered by your FA:

**** Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message. ****

Clover Nuetzmann

From: Stanley Lowe [REDACTED]
Sent: Wednesday, April 18, 2012 5:30 PM
To: 'BIL Bruney'; 'Ashland Ray'
Cc: 'Galveston HA'
Subject: FW: Final 2011 Housing Choice Voucher(HCV) Administrative Fee Proration

From: Financial Management Center [REDACTED]
Sent: Wednesday, April 18, 2012 4:36 PM
Subject: Final 2011 Housing Choice Voucher(HCV) Administrative Fee Proration

Dear Executive Director or Program Representative,

Subject: Final 2011 HCV Administrative Fee Proration

The purpose of this communication is to advise each housing agency (HA) participating in the Housing Choice Voucher Program (HCVP) of the final calculation of earned administrative fees for calendar year (CY) 2011. The reconciliation was completed and it considered the months of October through December 2011, as well as all adjustments for prior months in the CY 2011.

Prior adjustments were incorporated via a recalculation of eligibility on the basis of the updated Voucher Management System (VMS) database. We are pleased to notify you that the fee pro-rations for the first 9 months of the CY 2011 increased. The final administrative fee proration was 84.9%; administrative fee advances were initially awarded at 83% proration throughout the CY 2011. This increase was due to the availability of recaptures and carryover funds, provided late in the CY 2011, which were added to the available CY 2011 appropriations for administrative fees.

The increase in the available funds has been spread evenly over the CY 2011 and is reflected in the increase in the monthly pro-rations across all months of the CY 2011. All non-MTW PHAs should have been notified by letter on April 12, 2012, and the MTW notifications are being sent this week.

Funding owed to PHAs from the final administrative fee calculation is in process, and should reach the PHA's bank account by mid-May. Over disbursements will be offset from future 2012 administrative fee advances.

If you have any questions, please contact the Housing Voucher Financial Management Division (FMD) at 202-708-2934. Thank you for your participation in the Housing Choice Voucher Programs.

Respectfully,

Miguel A. Fontánez
Director
Financial Management Division
Housing Choice Voucher Program

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Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@hhs.gov]
Sent: Wednesday, April 18, 2012 5:30 PM
To: 'BIL Bruney'; 'Hernita Johnson'; 'Ashland Ray'
Cc: 'Galveston HA'
Subject: FW: TX017 HCVP - DVP Closeout activities
Attachments: TX017_MSC_20120418_DVP Reconciliations_M12-039_(ENCL1).xls; TX017_MSC_20120418_DVP Reconciliations_M12-039_(ENCL2).pdf

Importance: High

FYI / A Please notice the deadline date.

MP

From: Financial Management Center [mailto:FinMgmt@hhs.gov]
Sent: Wednesday, April 18, 2012 4:55 PM
To: 'slowe@hhs.gov'
Subject: TX017 HCVP - DVP Closeout activities

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Line No.

PHA Number

TX017

PHA Name

Housing Authority of the City of Galveston

	Month	DVP VMS Non Homeless		DVP VMS Homeless		KDHP VMS	
		HAP	UML	HAP	UML	HAP	UML
1	2/1/2006					\$30,821	34
2	3/1/2006					\$27,070	35
3	4/1/2006	\$3,325	5			\$25,137	33
4	5/1/2006	\$3,325	5			\$25,137	33
5	6/1/2006	\$3,325	5			\$23,486	
6	7/1/2006	\$30,468	36				
7	8/1/2006	\$31,813	38				
8	9/1/2006	\$32,350	36				
9	10/1/2006	\$26,620	36				
10	11/1/2006	\$24,506	34				
11	12/1/2006	\$26,431	34				
12	1/1/2007	\$24,696	35				
13	2/1/2007	\$26,311	33				
14	3/1/2007	\$23,112	26				
15	4/1/2007	\$16,249	22				
16	5/1/2007	\$18,906	22				
17	6/1/2007	\$15,810	22				
18	7/1/2007	\$15,873	20				
19	8/1/2007	\$17,609	20				
20	9/1/2007	\$16,720	20				
21	10/1/2007	\$16,000	19				
22	11/1/2007	\$14,462	19				
23	12/1/2007	\$14,607	19				
24	1/1/2008	\$3,007	3				
25	2/1/2008	\$2,185	3				
26	3/1/2008	\$2,185	3				
27	4/1/2008	\$2,185	3				
28	5/1/2008	\$2,185	3				
29	6/1/2008	\$1,812	3				
30	7/1/2008	\$1,744	3				
31	8/1/2008	\$1,390	2				

Line No.

PHA Number

TX017

PHA Name

Housing Authority of the City of Galveston

	Month	DVP VMS Non Homeless		DVP VMS Homeless		KDHP VMS	
		HAP	UML	HAP	UML	HAP	UML
32	9/1/2008	\$440	1				
33	10/1/2008	\$440	1				
34	11/1/2008		1				
35	12/1/2008	\$631	1				
36	1/1/2009	\$440	1				
37	2/1/2009	\$440	1				
38	3/1/2009	\$440	1				
39	4/1/2009		1				
40	5/1/2009	\$440	1				
41	6/1/2009	\$440	1				
42	7/1/2009	\$440	1				
43	8/1/2009	\$440	1				
44	9/1/2009	\$579	1				
45	10/1/2009	\$579	1				
46	11/1/2009	\$479	1				
47	12/1/2009	\$479	1				
48	1/1/2010	\$479	1				
49	2/1/2010						
50	3/1/2010						
51	4/1/2010						
52	5/1/2010						
53	6/1/2010						
54	7/1/2010						
55	8/1/2010						
56	9/1/2010						
57	10/1/2010						
58	11/1/2010						
59	12/1/2010						
60	1/1/2011						
61	2/1/2011						
62	3/1/2011						
63	4/1/2011						

Line No.

PHA Number

TX017

PHA Name

Housing Authority of the City of Galveston

	Month	DVP VMS Non Homeless		DVP VMS Homeless		KDHP VMS	
		HAP	UML	HAP	UML	HAP	UML
64	5/1/2011						
65	6/1/2011						
66	7/1/2011						
67	8/1/2011						
68	9/1/2011						
69	10/1/2011						
70	11/1/2011						
71	12/1/2011						
72	1/1/2012						
73	2/1/2012						
74	3/1/2012						

Note: PHAs should only have DVP VMS entries for the months of Feb 2006 to Dec 2011.



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

OFFICE OF PUBLIC AND INDIAN HOUSING

April 18, 2012

Dear Executive Director:

Subject: Housing Choice Voucher Program
Accurate Data Needed for DVP Closeout

Required closeout activities are now underway for the Disaster Voucher Program (DVP) that ended in December 2011. The DVP data your agency submitted in the Voucher Management System (VMS) will be used by the Department to facilitate the closeout of the program.

Enclosed is a summary of your data entries for each month since the DVP's inception in February 2006, through December 2011. Please review the DVP data you submitted in VMS and make any necessary corrections and completions. Any needed revisions must be made in the VMS no later than May 31, 2012. The Department will then proceed with reconciling the DVP program by comparing reported VMS expenses to actual disbursements received by your agency. The data provided in VMS is subject to verification and review by HUD's Quality Assurance Division.

A common DVP reporting error is entering DVP UML and HAP data into the "Other Disaster" VMS fields, such as the Katrina Disaster Housing Assistance Program (KDHAP), instead of the DVP fields. Please keep this error in mind when reviewing your VMS data to ensure that DVP data is properly reported in the "DVP" fields. Also, please note that PHAs should not report any DVP data beyond December 2011, as the program ended at that time.

If you have any questions about the data review and making necessary revisions in the VMS, please contact your assigned financial analyst at the Financial Management Center. Thank you for your attention to this matter.

Sincerely,

Michael Dennis

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

Michael S. Dennis
Director, Office of Housing Voucher Programs
U.S. Dept. of Housing and Urban Development

Enclosure

Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@gnad.org]
Sent: Friday, April 20, 2012 1:11 PM
To: 'BIL Bruney'; 'Ashland Ray'
Cc: 'Stanley Lowe'
Subject: FW: Additional Funding for April to June 2012 Administrative Fees

From: Financial Management Center [mailto:FinancialManagementCenter@gnad.org]
Sent: Friday, April 20, 2012 12:29 PM
Subject: Additional Funding for April to June 2012 Administrative Fees

Dear Executive Director:

Subject: Housing Choice Voucher Program
Additional Funding for April to June 2012 Administrative Fees

This is to clarify information contained in the letter you received today regarding funding for your April through June 2012 administrative fees. As stated in the letter, the funding was an estimated amount using the 2012 administrative fee rate, and was capped to the number of available units and prorated to 75% of eligibility.

The calculations used to determine your estimated amount of funding were completed prior to the availability of additional funds that ultimately have increased the applicable proration from 75% of eligibility to 80% of eligibility. The resulting additional funds due your agency will be processed in the near future. They will be issued to your agency as soon as they are made available for disbursement, which is anticipated to occur by mid-May. At that time your agency will receive any adjustment for the months of January through June to ensure you have been advanced funds at the proper proration of 80%.

If you have any questions about this notification, please contact your assigned financial analyst at the Financial Management Center.

Thank you.

Carissa Riddle
Director
Financial Management Center

Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Friday, April 20, 2012 1:11 PM
To: 'BIL Bruney'; 'Ashland Ray'
Cc: 'Stanley Lowe'
Subject: FW: TX017_ACC_20120419_Apr-June-Oct HAP&AF_M12-038
Attachments: TX017_ACC_20120419_Apr-June-Oct HAP&AF_M12-038.pdf

From: FMC East [mailto:redacted@v]
Sent: Friday, April 20, 2012 12:27 PM
To: redacted@ghab.com
Subject: TX017_ACC_20120419_Apr-June-Oct HAP&AF_M12-038

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Line No. PHA Number TX017
 PHA Name HOUSING AUTHORITY OF THE CITY OF GALVESTON

	DIS DHAP Ike Reporting - Initial Case A Families				DHAP Ike Net VMS Reporting		HUDCAPS Disbursements
	B	C	D	E	F	G	H
	Month	HAP	Vacancy Payment	Months Leased	HAP	Leased (UML)	HAP
1	11/1/2008	18,034	0	19	0	0	
2	12/1/2008	87,765	0	105	4,601	5	
3	1/1/2009	715,514	0	844	732,745	862	
4	2/1/2009	1,483,921	0	1,758	1,550,844	1,923	
5	3/1/2009	1,912,378	0	2,257	2,052,975	2,291	
6	4/1/2009	2,227,184	0	2,624	2,261,921	2,631	
7	5/1/2009	2,342,791	2,478	2,920	2,423,604	2,886	
8	6/1/2009	2,340,892	6,000	3,096	2,371,531	3,007	
9	7/1/2009	2,209,029	1,728	3,107	2,201,137	2,996	
10	8/1/2009	1,902,708	1,350	2,820	2,057,409	3,014	
11	9/1/2009	1,755,048	9,766	2,752	1,925,193	2,984	
12	10/1/2009	1,511,398	1,200	2,477	1,600,702	2,469	
13	11/1/2009	1,391,019	1,314	2,373	1,599,260	2,425	
14	12/1/2009	1,295,108	1,100	2,288	1,455,407	2,378	
15	1/1/2010	1,158,819	0	2,085	1,319,935	2,168	
16	2/1/2010	1,052,141	650	1,935	1,223,477	2,161	
17	3/1/2010	1,000,591	0	1,867	1,142,974	2,029	
18	4/1/2010	940,450	2,040	1,729	1,053,873	1,928	
19	5/1/2010	873,984	0	1,570	885,129	1,837	
20	6/1/2010	825,644	0	1,475	932,373	1,717	
21	7/1/2010	767,269	0	1,344	923,439	1,569	
22	8/1/2010	757,314	0	1,287	883,219	1,513	
23	9/1/2010	754,443	0	1,238	852,937	1,470	
24	10/1/2010	723,045	0	1,145	806,584	1,375	
25	11/1/2010	708,653	0	1,114	798,036	1,359	
26	12/1/2010	710,588	0	1,093	779,589	1,272	
27	1/1/2011	674,105	0	1,027	776,723	1,178	
28	2/1/2011	659,208	0	1,012	769,085	1,161	
29	3/1/2011	660,908	0	996	720,146	1,142	
30	4/1/2011	633,352	0	953	714,380	1,081	
31	5/1/2011	615,433	0	937	685,573	1,068	
32	6/1/2011	605,044	0	920	674,092	1,058	
33	7/1/2011	580,337	0	893	640,502	1,028	
34	8/1/2011	571,212	0	876	628,782	1,020	
35	9/1/2011	566,826	0	859	627,398	1,005	
36	10/1/2011	504,669	0	776	613,402	969	
37	11/1/2011	479,334	0	745	558,302	932	
38	12/1/2011	465,901	0	721	558,246	909	
39	1/1/2012	459,910	0	711	538,783	899	
40	Total	38,941,969	27,626	58,748	42,344,308	63,719	39,016,718

This section establishes the maximum HAP eligibility based on expenses reported in DIS and VMS.

41	Total HAP and Vacancy Payments reported in DIS (from Col C and D, Line 36)	\$38,969,595
42	Total UMLs reported in DIS (from Col E, Line 36)	58,748
43	Total HAP reported in VMS (from Col F, Line 36)	\$42,344,308
44	Total UMLs reported in VMS (from Col G, Line 36)	63,719
45	Average HAP per VMS	\$666
46	Number VMS UMLs that exceed DIS UMLs, if any	4971
47	Ineligible HAP Costs if any (Line 41 X Line 42)	\$3,305,715
48	Adjusted VMS HAP Costs (Line 39 - Line 43)	\$39,038,593
49	Eligible HAP expense (lesser of DIS (Row 37) or Adjusted VMS reporting (Row 44))	\$38,969,595

This section calculates the difference of DHAP Ike Reimbursement Due PHA and DHAP Ike Overpayment due HUD

50	Eligible HAP Expense (from Line 45) Less HAP Disbursements (from Col H, Line 36)	-\$47,123
51	Net Amount Owed to HUD **	\$47,123
52	Net Amount Owed to PHA **	\$0

**NOTE: Due to rounding considerations, amounts less than \$15 will not be processed.

Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@gha.org]
Sent: Tuesday, April 24, 2012 3:56 PM
To: hcvcm5@ghatx.org; 'Darrel Phillips'
Cc: 'Hernita Johnson'; 'BIL Brune'; 'Stanley Lowe'
Subject: FW: Galveston HA VASH Discrepancy Report PLEASE Correct PIC coding Two 50058's ASAP-thanks!

Michelle and Darrel,

Please update and let me know when complete.

MP

From: Walls, Lorraine D [mailto:lorraine.d.walls@va.gov]
Sent: Tuesday, April 24, 2012 3:02 PM
To: 'Mona Purgason'; 'Galveston HA'; 'Stanley Lowe'
Cc: 'BIL Brune'; Williams, Kelvin D
Subject: Galveston HA VASH Discrepancy Report PLEASE Correct PIC coding Two 50058's ASAP-thanks!

GHA VASH:

One of our objectives in overseeing VASH is to ensure that the data is correct in both VMS and PIC. Generally VMS has been the more reliable, with PIC reporting being somewhat less robust – but it has improved. By comparing VMS to PIC we can identify large discrepancies that need to be addressed. Most of the time the problem is that although the 50058 for the Vet has been submitted to PIC, the program code in line 2N does not indicate VASH.

While this is important in and of itself, it has become even more important to ensure full PIC reporting because HUD and the VA are embarking on a data matching effort in which we will be trying determine mismatches. If 50058s are missing or not properly done, the match will be less successful. We particularly want to address discrepancies before the matching begins in a few months.

One of the areas is whether the PHA is reporting in PIC and VMS. See below. we have attached data comparing Feb VMS from the April 1 PIC extract so that you can identify where there are significant disparities. The GHA has two HUD Form 50058's that need updating for proper coding ASAP, thanks!! Please correct and get your HA off this list, thanks!

regional networks	State	HA Num	HA Name	PIC Family Under Lease	Last Validated VMS	pic as % of VMS	Discrepancy between VMS and PIC
6	TX	TX017	GALVESTON HOUSING AUTHORITY	27	29	93.1%	2

Clover Nuetzmann

From: Stanley Lowe [REDACTED]
Sent: Wednesday, April 25, 2012 3:58 PM
To: 'BIL Bruney'; 'Ashland Ray'; 'Leasa Thomas'; 'Sarai Godwin'
Cc: 'Hernita Johnson'
Subject: FW: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040
Attachments: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040.pdf

Please note we have 15 days to let them know if we think this is right or wrong. Please review and let me know.

Mona

From: Financial Management Center [REDACTED gov]
Sent: Wednesday, April 25, 2012 3:35 PM
To: [REDACTED]
Subject: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040

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Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@hhs.gov]
Sent: Wednesday, April 25, 2012 3:58 PM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: FW: TX017 HCVP - DHAP Ike Administrative Fees
Attachments: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040_(ENCL1).xls

FYI

MP

From: Financial Management Center [mailto:fmcenter@hhs.gov]
Sent: Wednesday, April 25, 2012 2:39 PM
To: 'ed@hhs.gov'
Subject: TX017 HCVP - DHAP Ike Administrative Fees

There will be 2 more emails sent to complete this process. One email will contain the password information to open your workbook. The other email will contain a letter about this process.

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Clover Nuetzmann

From: Stanley Lowe [REDACTED]g]
Sent: Wednesday, April 25, 2012 4:31 PM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: FW: TX017 HCVP - DHAP Ike Housing Assistance Payments (HAP)
Attachments: TX017_MSC_20120420_DHAPIkeHAPRecons_M12-042_(ENCL1).xls

FYI

MP

From: Financial Management Center [REDACTED]ov]
Sent: Wednesday, April 25, 2012 3:15 PM
To: [REDACTED]
Subject: TX017 HCVP - DHAP Ike Housing Assistance Payments (HAP)

There will be 2 more emails sent to complete this process. One email will contain the password information to open your workbook. The other email will contain a letter about this process.

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Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Wednesday, April 25, 2012 4:31 PM
To: 'BIL Bruney'; 'Ashland Ray'; 'Sarai Godwin'
Cc: 'Clover Nuetzmann'
Subject: FW: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040
Attachments: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040.pdf
Importance: High

FYI / FYA Please note the deadline by which we have to either agree or disagree with the reimbursement amount. I'll need your analysis prior to this date.

Clover, please put this deadline date on my calendar.

MP

From: Financial Management Center [redacted]
Sent: Wednesday, April 25, 2012 3:35 PM
To: 'e[redacted]'
Subject: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040

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Line
No. PHA Number TX017
PHA Name GALVESTON HOUSING AUTHORITY

	DIS DHAP like Reporting					HUDCAPS Disbursements
	B	C	D	E	F	G
	Month	Families Assigned Prior to August 1, 2009	Families Leased After August 1, 2009	Eligible HAP for Admin Fee Calculation	Calculated Admin Fee based on Eligible Leases	Admin Fee
1	11/1/2008	6,601			6,601,000	
2	8/1/2009		2,822	2,421,368	338,992	
3	9/1/2009		2,754	2,368,658	331,612	
4	10/1/2009		2,479	2,138,428	299,380	
5	11/1/2009		2,375	2,051,563	287,219	
6	12/1/2009		2,290	1,989,642	278,550	
7	1/1/2010		2,087	1,829,958	258,194	
8	2/1/2010		1,937	1,708,816	239,234	
9	3/1/2010		1,869	1,654,716	231,660	
10	4/1/2010		1,731	1,540,925	215,730	
11	5/1/2010		1,572	1,406,254	196,878	
12	6/1/2010		1,477	1,325,211	185,530	
13	7/1/2010		1,346	1,207,086	168,992	
14	8/1/2010		1,289	1,155,831	161,816	
15	9/1/2010		1,239	1,111,460	155,604	
16	10/1/2010		1,146	1,029,929	144,190	
17	11/1/2010		1,114	998,137	139,739	
18	12/1/2010		1,093	978,763	137,027	
19	1/1/2011		1,027	917,566	128,459	
20	2/1/2011		1,012	902,879	126,403	
21	3/1/2011		996	887,675	124,274	
22	4/1/2011		953	849,369	118,912	
23	5/1/2011		937	836,500	117,110	
24	6/1/2011		920	822,111	115,096	
25	7/1/2011		893	795,654	111,392	
26	8/1/2011		876	782,329	109,526	
27	9/1/2011		859	766,910	107,367	
28	10/1/2011		776	693,153	97,041	
29	11/1/2011		745	665,368	93,152	
30	12/1/2011		721	643,185	90,046	
31	1/1/2012		711	633,694	88,717	
32	Total	6,601	42,046	\$ 37,113,138	\$ 11,796,840	\$ 11,978,619

This section establishes the maximum amount of Admin Fees			
33	Number of Families Assigned Prior to August 1, 2009 (from Col C, Line 32)	6,601 @ \$1,000 Fee per Family	\$ 6,601,000
34	Eligible HAP for Admin Fee Calculation of Families Lease After August 1, 2009 (from Col E, Line 32)	\$ 37,113,138 @ 14% of DIS Reported HAP per Month per Family	\$ 5,195,840
35	Total Admin Fees (Sum Lines 33 through 34)		\$ 11,796,840
This section calculates the difference of DHAP like Reimbursement Due PHA and DHAP like Overpayment due HUD			
36	Admin Fees Earned (from Line 35) Less Admin Fee Disbursements (from Col G, Line 32)		-\$181,779
37	Net Amount Owed to HUD **		\$181,779
38	Net Amount Owed to PHA **		\$0

**NOTE: Due to rounding considerations, amounts less than \$15 will not be processed.

Clover Nuetzmann

From: Stanley Lowe [redacted@ghs.org]
Sent: Wednesday, April 25, 2012 4:31 PM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: FW: TX017 HCVP - DHAP Ike Housing Assistance Payments (HAP)
Attachments: TX017_MSC_20120420_DHAPIkeHAPRecons_M12-042_(ENCL1).xls

FYI

MP

From: Financial Management Center [mailto:FinancialManagementCenter@hhs.gov]
Sent: Wednesday, April 25, 2012 3:15 PM
To: [redacted@ghs.org]
Subject: TX017 HCVP - DHAP Ike Housing Assistance Payments (HAP)

There will be 2 more emails sent to complete this process. One email will contain the password information to open your workbook. The other email will contain a letter about this process.

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Line No.

PHA Number TX017

PHA Name HOUSING AUTHORITY OF THE CITY OF GALVESTON

	DIS DHAP Ike Reporting - Initial Case A Families				DHAP Ike Net VMS Reporting		HUDCAPS Disbursements
	B	C	D	E	F	G	H
	Month	HAP	Vacancy Payment	Months Leased	HAP	Leased (UML)	HAP
1	11/1/2008	18,034	0	19	0	0	
2	12/1/2008	87,765	0	105	4,601	5	
3	1/1/2009	715,514	0	844	732,745	862	
4	2/1/2009	1,483,921	0	1,758	1,550,844	1,923	
5	3/1/2009	1,912,378	0	2,257	2,052,975	2,291	
6	4/1/2009	2,227,184	0	2,624	2,261,921	2,631	
7	5/1/2009	2,342,791	2,478	2,920	2,423,604	2,886	
8	6/1/2009	2,340,892	6,000	3,096	2,371,531	3,007	
9	7/1/2009	2,209,029	1,728	3,107	2,201,137	2,996	
10	8/1/2009	1,902,708	1,350	2,820	2,057,409	3,014	
11	9/1/2009	1,755,048	9,766	2,752	1,925,193	2,984	
12	10/1/2009	1,511,398	1,200	2,477	1,600,702	2,469	
13	11/1/2009	1,391,019	1,314	2,373	1,599,260	2,425	
14	12/1/2009	1,295,108	1,100	2,288	1,455,407	2,378	
15	1/1/2010	1,158,819	0	2,085	1,319,935	2,168	
16	2/1/2010	1,052,141	650	1,935	1,223,477	2,161	
17	3/1/2010	1,000,591	0	1,867	1,142,974	2,029	
18	4/1/2010	940,450	2,040	1,729	1,053,873	1,928	
19	5/1/2010	873,984	0	1,570	885,129	1,837	
20	6/1/2010	825,644	0	1,475	932,373	1,717	
21	7/1/2010	767,269	0	1,344	923,439	1,569	
22	8/1/2010	757,314	0	1,287	883,219	1,513	
23	9/1/2010	754,443	0	1,238	852,937	1,470	
24	10/1/2010	723,045	0	1,145	806,584	1,375	
25	11/1/2010	708,653	0	1,114	798,036	1,359	
26	12/1/2010	710,588	0	1,093	779,589	1,272	
27	1/1/2011	674,105	0	1,027	776,723	1,178	
28	2/1/2011	659,208	0	1,012	769,085	1,161	
29	3/1/2011	660,908	0	996	720,146	1,142	
30	4/1/2011	633,352	0	953	714,380	1,081	
31	5/1/2011	615,433	0	937	685,573	1,068	
32	6/1/2011	605,044	0	920	674,092	1,058	
33	7/1/2011	580,337	0	893	640,502	1,028	
34	8/1/2011	571,212	0	876	628,782	1,020	
35	9/1/2011	566,826	0	859	627,398	1,005	
36	10/1/2011	504,669	0	776	613,402	969	
37	11/1/2011	479,334	0	745	558,302	932	
38	12/1/2011	465,901	0	721	558,246	909	
39	1/1/2012	459,910	0	711	538,783	899	
40	Total	38,941,969	27,626	58,748	42,344,308	63,719	39,016,718

This section establishes the maximum HAP eligibility based on expenses reported in DIS and VMS.

41	Total HAP and Vacancy Payments reported in DIS (from Col C and D, Line 36)	\$38,969,595
42	Total UMLs reported in DIS (from Col E, Line 36)	58,748
43	Total HAP reported in VMS (from Col F, Line 36)	\$42,344,308
44	Total UMLs reported in VMS (from Col G, Line 36)	63,719
45	Average HAP per VMS	\$665
46	Number VMS UMLS that exceed DIS UMLS, if any	4971
47	Ineligible HAP Costs if any (Line 41 X Line 42)	\$3,305,715
48	Adjusted VMS HAP Costs (Line 39 - Line 43)	\$39,038,593
49	Eligible HAP expense (lesser of DIS (Row 37) or Adjusted VMS reporting (Row 44))	\$38,969,595

This section calculates the difference of DHAP Ike Reimbursement Due PHA and DHAP Ike Overpayment due HUD

50	Eligible HAP Expense (from Line 45) Less HAP Disbursements (from Col H, Line 36)	-\$47,123
51	Net Amount Owed to HUD **	\$47,123
52	Net Amount Owed to PHA **	\$0

**NOTE: Due to rounding considerations, amounts less than \$15 will not be processed.

Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Wednesday, April 25, 2012 4:46 PM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: FW: TX017_MSC_20120420_DHAPIkeHAPRecons_M12-042
Attachments: TX017_MSC_20120420_DHAPIkeHAPRecons_M12-042.pdf

FYI

MP

From: Financial Management Center [redacted]
Sent: Wednesday, April 25, 2012 4:34 PM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: TX017_MSC_20120420_DHAPIkeHAPRecons_M12-042

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Clover Nuetzmann

From: Stanley Lowe [ed@ghotx.org]
Sent: Tuesday, May 01, 2012 9:52 AM
To: 'BIL Bruney'; 'Ashland Ray'
Cc: 'Hernita Johnson'
Subject: FW: Good morning -TX017-HUD PIH QAD -FMC Memo12-039 - DVP Reconciliations (FMC Memo #12-039)
Attachments: DVP Closeout Activity Letter to PHAs 04-2012 5 md final.pdf

FYI

From: Ortiz-diaz, Samuel [mailto:Samuel.Ortiz-Diaz@ov]
Sent: Tuesday, May 01, 2012 9:21 AM
To: [redacted]
Subject: Good morning -TX017-HUD PIH QAD -FMC Memo12-039 - DVP Reconciliations (FMC Memo #12-039)

Good morning,

Serve this short message from HUD PIH QAD to address the attached communication requesting a review of your agency's Disaster Voucher Program (DVP) leasing and expense information in the VMS and to make any necessary corrections and completions. Any needed revisions must be made in the VMS no later than **May 31, 2012**.

Thanks in advance for your immediate attention to our DVP Closeout.

Samuel Ortiz-Diaz
Program Analyst
HUD PIH QAD
52 Corporate Circle, Suite 205
Albany, NY 12203
[redacted]
[redacted]



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

OFFICE OF PUBLIC AND INDIAN HOUSING

April 18, 2012

Dear Executive Director:

Subject: Housing Choice Voucher Program
Accurate Data Needed for DVP Closeout

Required closeout activities are now underway for the Disaster Voucher Program (DVP) that ended in December 2011. The DVP data your agency submitted in the Voucher Management System (VMS) will be used by the Department to facilitate the closeout of the program.

Enclosed is a summary of your data entries for each month since the DVP's inception in February 2006, through December 2011. Please review the DVP data you submitted in VMS and make any necessary corrections and completions. Any needed revisions must be made in the VMS no later than May 31, 2012. The Department will then proceed with reconciling the DVP program by comparing reported VMS expenses to actual disbursements received by your agency. The data provided in VMS is subject to verification and review by HUD's Quality Assurance Division.

A common DVP reporting error is entering DVP UML and HAP data into the "Other Disaster" VMS fields, such as the Katrina Disaster Housing Assistance Program (KDHP), instead of the DVP fields. Please keep this error in mind when reviewing your VMS data to ensure that DVP data is properly reported in the "DVP" fields. Also, please note that PHAs should not report any DVP data beyond December 2011, as the program ended at that time.

If you have any questions about the data review and making necessary revisions in the VMS, please contact your assigned financial analyst at the Financial Management Center. Thank you for your attention to this matter.

Sincerely,

Michael Dennis

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

Michael S. Dennis
Director, Office of Housing Voucher Programs
U.S. Dept. of Housing and Urban Development

Enclosure

Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Wednesday, May 02, 2012 10:22 AM
To: 'Ashland Ray'; hcvs@ghatx.org; 'Sarai Godwin'
Cc: 'BIL Bruney'
Subject: FW: DHAP-Ike and DVP VMS Reporting

From: Financial Management Center [redacted]
Sent: Wednesday, May 02, 2012 9:38 AM
Subject: DHAP-Ike and DVP VMS Reporting

Dear Executive Director or Program Representative,

Subject: DHAP-Ike and DVP VMS Reporting

Thank you for participating in the 2012 HAP Set-Aside by converting families from the Disaster Housing Assistance Program-Ike (DHAP-Ike) to the Housing Choice Voucher (HCV) Program. As a funding recipient for this purpose, your agency must accurately report the leasing and costs as directed by HUD. The purpose of this email is to review the Voucher Management System (VMS) reporting requirements for this program.

Beginning in February 2012, PHAs were to report their actual leased vouchers and associated Housing Assistance Payment (HAP) costs in VMS under "DHAP to HCV Vouchers Leased" fields for the converted DHAP Ike families. Please note, only those leased vouchers and HAP expenses incurred for families that have converted to the HCV program during the subject month are to be reported in those fields.

Also note that this reporting requirement also became effective for Disaster Voucher Program (DVP) families in January 2012.

Leasing and cost data for those families that were receiving Interim Rent Payments (IRP) for February and/or March through DHAP-Ike bridge payments must continue to be reported for those months under the DHAP-Ike category in VMS until such conversion to the HCV occurs or the IRP cease.

Future funding is contingent on the accurate reporting in VMS for the DHAP-Ike to HCV conversion. Please correct VMS reporting for February, and March and subsequent months for these actions if they were not initially reported correctly.

It is necessary for HUD to be able to track and fund these vouchers separately as these are temporary vouchers which may not be reissued and do not renew when these families leave the program for any reason.

Thank you for your efforts, and if you have any questions, please contact your Financial Management Center Financial Analyst.

Respectfully,

Miguel A. Fontanez, Director
FMD
HCVP

Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@ghs.hud.gov]
Sent: Friday, May 04, 2012 2:36 PM
To: 'BIL Bruney'; 'Ashland Ray'; 'Sarai Godwin'
Subject: FW: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040
Attachments: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040.pdf

Importance: High

FYI, if we are appealing this (and any of the others) the deadline is no later than May 10. Please make sure it is complete!

Thanks,
Mona

From: Stanley Lowe [mailto:slowe@ghs.hud.gov]
Sent: Wednesday, April 25, 2012 4:31 PM
To: 'BIL Bruney'; 'Ashland Ray'; 'Sarai Godwin'
Cc: 'Clover Nuetzmann'
Subject: FW: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040
Importance: High

FYI / FYA Please note the deadline by which we have to either agree or disagree with the reimbursement amount. I'll need your analysis prior to this date.

Clover, please put this deadline date on my calendar.

MP

From: Financial Management Center [mailto:FinancialManagementCenter@hud.gov]
Sent: Wednesday, April 25, 2012 3:35 PM
To: 'slowe@ghs.hud.gov'
Subject: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040

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Clover Nuetzmann

From: Stanley Lowe [mailto:ed@ghatx.org]
Sent: Friday, May 04, 2012 3:54 PM
To: 'Ashland Ray'; 'BIL Bruney'; 'Sarai Godwin'
Subject: RE: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040

What about the one where we may be owed more than what it states?

MP

From: Ashland Ray [mailto:ashlandray@ghatx.org]
Sent: Friday, May 04, 2012 3:39 PM
To: 'Stanley Lowe'; 'BIL Bruney'; 'Sarai Godwin'
Subject: RE: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040

Mailing check out today.

Thanks.

From: Stanley Lowe [mailto:ed@ghatx.org]
Sent: Friday, May 04, 2012 2:36 PM
To: 'BIL Bruney'; 'Ashland Ray'; 'Sarai Godwin'
Subject: FW: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040
Importance: High

FYI, if we are appealing this (and any of the others) the deadline is no later than May 10. Please make sure it is complete!

Thanks,
Mona

From: Stanley Lowe [mailto:ed@ghatx.org]
Sent: Wednesday, April 25, 2012 4:31 PM
To: 'BIL Bruney'; 'Ashland Ray'; 'Sarai Godwin'
Cc: 'Clover Nuetzmann'
Subject: FW: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040
Importance: High

FYI / FYA Please note the deadline by which we have to either agree or disagree with the reimbursement amount. I'll need your analysis prior to this date.

Clover, please put this deadline date on my calendar.

MP

From: Financial Management Center [mailto:financialmanagementcenter@ghatx.gov]
Sent: Wednesday, April 25, 2012 3:35 PM
To: [mailto:ed@ghatx.org]
Subject: TX017_MSC_20120420_DHAPIkeAFRecons_M12-040

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Clover Nuetzmann

From: Stanley Lowe [mailto:stlowe@ghatx.org]
Sent: Friday, May 11, 2012 8:47 AM
To: 'Clover Nuetzmann'; 'Mona Purgason'; 'Deyna Sims'; 'Samson Babalola'; 'BIL Bruney'; 'Ashland Ray'; rsdir@ghatx.org; 'John Williams'; hcvs@ghatx.org; 'Melinda Oliver'; 'Stanley Lowe'
Subject: RE: Conference Call with HUD

This is a conference call with our local HUD Houston office to review GHA's status with staff and Mr. Lowe.

MP

-----Original Appointment-----

From: Clover Nuetzmann [mailto:cnuetzmann@ghatx.org]
Sent: Friday, May 11, 2012 8:36 AM
To: 'Mona Purgason'; 'Deyna Sims'; 'Samson Babalola'; 'BIL Bruney'; 'Ashland Ray'; rsdir@ghatx.org; John Williams; hcvs@ghatx.org; 'Melinda Oliver'; 'Stanley Lowe'; [mailto:stlowe@ghatx.org]
Subject: Conference Call with HUD
When: Wednesday, May 16, 2012 10:00 AM-12:00 PM (GMT-06:00) Central Time (US & Canada).
Where: Board Room

Stanley

Mona

Deyna

Samson

BIL

Ashland

Odelia

John W.

Hernita

Melinda

Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@ashlandray.org]
Sent: Friday, May 11, 2012 9:30 AM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: REMINDER TO SUBMIT APRIL VMS DATA

FYI

MP

From: Financial Management Center [mailto:financialmanagementcenter@ashlandray.org]
Sent: Friday, May 11, 2012 9:25 AM
Subject: REMINDER TO SUBMIT APRIL VMS DATA

Dear Executive Director:

Subject: Housing Choice Voucher Program
Reminder to Submit April VMS Data

The Voucher Management System (VMS) opened May 4, 2012, for purposes of submitting your agency's April 2012 data. **The closing date is Tuesday, May 22, 2012**, at the close of business.

Although our records show that your April data was not yet submitted as of yesterday, you are of course not late at this point! We just wanted to draw your attention to the need for submitting your data prior to this month's deadline because the timely and accurate submission of the data is relied on for making funding and SEMAP calculations, as well as for utilization monitoring and reporting purposes. The monthly VMS reporting is mandatory.

Please bear in mind that any hard edit notices will require time to be reviewed and approved or disapproved by your assigned Financial Management Center (FMC) Financial Analyst (FA), so it is advisable to begin submitting your data well in advance of the closing date. If you have any changes to historical data, those changes will need to be made in the Prior Month Corrections (PMC) module.

If you have just submitted your data in the system, please accept our appreciation for your cooperation with the reporting requirements of the VMS. Any questions you may have about this notification should be directed to your assigned FA at the FMC.

[Please share the information above with your staff that are involved with compiling, entering, and/or submitting your agency's VMS data.]

Clover Nuetzmann

From: Stanley Lowe [ed@ghatx.org]
Sent: Tuesday, May 15, 2012 8:28 AM
To: 'BIL Bruney'; 'Ashland Ray'
Subject: FW: TX017_AFR_20120511_2011 AF Recon_M12-052
Attachments: TX017_AFR_20120511_2011 AF Recon_M12-052.pdf

FYI

MP

From: FMC East [redacted]
Sent: Monday, May 14, 2012 2:36 PM
To: 'ed@ghatx.org'
Subject: TX017_AFR_20120511_2011 AF Recon_M12-052

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Clover Nuetzmann

From: Stanley Lowe [ed@ghatx.org]
Sent: Tuesday, May 15, 2012 8:31 AM
To: 'BIL Bruney'; 'Deyna Sims'
Subject: FW: Your PHA has not yet reported in EPIC-deadline is Friday, May 18

Bruney and/or Deyna—please take the lead on this. This is a new reporting requirement with a deadline of May 18.

MP

From: PIH OCI [redacted]
Sent: Monday, May 14, 2012 2:03 PM
To: 'ed@ghatx.org'
Subject: Your PHA has not yet reported in EPIC-deadline is Friday, May 18

As noted in an email sent to you in early April by your Field Office, the Office of Public and Indian Housing (PIH) established a new system to collect data on PHA installation of Energy Efficiency Measures (EEMs) using public housing Capital Funds on April 1, 2012. The new system is titled the Energy and Performance Information Center (EPIC) system. The deadline for submission in EPIC is this Friday, May 18. At this point it appears that your PHA has not yet reported on all of its Capital Fund grants in the system.

You can access the EPIC system at the following URL: http://portal.hud.gov/app_epic/. You can access a web page with basic information about EPIC (including access to a User Guide and a Webinar) at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/epic.

As noted in previous emails, the EPIC system is very similar to the Recovery Act Management and Performance System (RAMPS). The primary differences between the EPIC system and RAMPS are as follows:

- The EPIC system provides for reporting of EEMs on standard (non-Recovery Act) Capital Fund grants. (PHAs with Recovery Act grants that have not filed a final report for those grants will continue to report on them in RAMPS – not in EPIC.)
- The EPIC system does not collect data on the status of environmental reviews (i.e. there is no NEPA module in EPIC).
- The EPIC system does not collect data specifically related to the Recovery Act (e.g. estimated date for 100% obligation of funding, 60% expenditure of funding, etc.).

The EPIC system inherits most of the characteristics of the RAMPS system. The web pages are very similar. The functionality of the system is very similar. When PIH deployed the system, EPIC inherited the same user credentials that the RAMPS system has; therefore if you are an active RAMPS user, you will be able to log into EPIC with the same login ID and password that you use for the RAMPS system and you will have the same system rights in EPIC that you had in RAMPS.

PIH has posted both an instruction guidebook as well as a webinar that will walk you through the basics of filling out reports in the system. You also have access to technical assistance related to the system that you can obtain by sending an email to EPICHelp@hud.gov. The reports are to cover activity that took place between October 1, 2011 and March 31, 2012. Future reports will be required on a quarterly basis.

We understand that additional reporting requirements may pose challenges, and we are committed to providing you the support necessary during the implementation process.

Clover Nuetzmann

From: Stanley Lowe [ed@ghatx.org]
Sent: Wednesday, May 16, 2012 1:56 PM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_DAF_20120516_DHAP Ike Rnd 102_M12-057
Attachments: TX017_DAF_20120516_DHAP Ike Rnd 102_M12-057.pdf

From: FMC East [ed@ghatx.org]
Sent: Wednesday, May 16, 2012 1:45 PM
To: 'ed@ghatx.org'
Subject: TX017_DAF_20120516_DHAP Ike Rnd 102_M12-057

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Clover Nuetzmann

From: Stanley Lowe [REDACTED]
Sent: Wednesday, May 16, 2012 1:59 PM
To: 'Hernita Johnson'; 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_ACC_20120515_DHAP to HCV Funding_M12-056
Attachments: TX017_ACC_20120515_DHAP to HCV Funding_M12-056.pdf

From: FMC East [REDACTED]
Sent: Wednesday, May 16, 2012 1:56 PM
To: 'ed@ghatx.org'
Subject: TX017_ACC_20120515_DHAP to HCV Funding_M12-056

Communications on or through the United States Department of Housing and Urban Development computer systems may be monitored to secure effective system operation and for other lawful purposes.

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Clover Nuetzmann

From: BIL Bruney [mailto:BIL.Bruney@gha.com]
Sent: Thursday, May 17, 2012 10:25 AM
To: 'Stanley Lowe'
Cc: 'Mona Purgason'; 'Randi Jensen'
Subject: Audit copy delivery
Attachments: Audit-Tom LaRue.docx

Sir:

The attached letter, printed on GHA letterhead and signed, was included with a copy of the Audit delivered to Mr. LaRue this morning.

Thanks

BIL

Thursday, May 17, 2012

Mr. Tom LaRue
Commissioner

Dear Commissioner:

A copy of the FY-2011 audit is enclosed for your perusal.

Once again the opinion is unqualified, however, our string of 12 consecutive audits with no findings has been broken.

The finding resulted from the former ED's failure to follow procurement guidelines in securing the consulting services of Horace Allison (former Houston Housing Authority Development Director) for our Development initiative.

If you need to discuss the contents further, I will be available this afternoon and Friday.

Thanks!

B I L Bruney, CPA., MBA.
Director of Finance

Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@gha.org]
Sent: Thursday, May 17, 2012 1:18 PM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_ACC_20120514_2012Jan-JunAFrepro_M12-053
Attachments: TX017_ACC_20120514_2012Jan-JunAFrepro_M12-053.pdf

From: FMC East [mailto:FMC_East@gha.org]
Sent: Thursday, May 17, 2012 12:34 PM
To: 'ed@gha.org'
Subject: TX017_ACC_20120514_2012Jan-JunAFrepro_M12-053

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Clover Nuetzmann

From: Stanley Lowe [mailto:slowe@ghatx.org]
Sent: Friday, May 18, 2012 10:27 AM
To: [mailto:slowe@ghatx.org]
Cc: 'BIL Bruney'; dre@ghatx.org
Subject: FW: EPIC FAQ
Attachments: EPIC FAQJGP 5-15.docx

From: Timme, Mark [mailto:Mark.Timme@hhs.gov]
Sent: Friday, May 18, 2012 9:52 AM
To: 'Bay City HA'; director@hhs.gov; reynaro@hhs.gov; cbha70@hhs.gov; 'Benji Davis'; 'Bremond HA'; bdecker@hhs.gov; bhab@hhs.gov; 'Caldwell HA'; 'Calvert HA'; 'Carol King'; 'Ceci Wagner'; 'Center HA'; hacc68@hhs.gov; 'Cleveland HA'; corignha@hhs.gov; 'Dayton HA'; Tcha, Danderson; 'Diboll HA'; 'Ed Thomas'; echa@hhs.gov; 'Franklin HA'; 'Galveston HA'; 'Garrison HA'; 'Grapeland HA'; 'Groveton HA'; hearneha@hhs.gov; 'Hemphill HA'; 'Houston HA'; Huntington; 'Huntsville HA'; 'Jasper HA'; 'Kirbyville HA'; Livingston; 'Madisonville HA'; 'Nacogdoches HA'; 'Navasota HA'; Newton; Orange; 'Palacios HA'; 'Pineland HA'; 'Port Arthur HA'; San Augustine; 'Tenaha HA'; TX-Texas City CDC, George Fuller; thalinda@hhs.gov; Woodville; 'Simonians, Bobken'
Subject: EPIC FAQ

Good morning, the FAQ is attached that answers the most commonly asked questions regarding EPIC. Some of the questions include:

- I don't remember my login ID and Password for RAMPS and EPIC? What should I do?
- I have access to EPIC but I don't see any grant awards. What do I do?
- I don't know who my Recipient Administrator is. What should I do?
- My Recipient Administrator is no longer at the PHA. What should I do?
- Do I need to report on my grant if I do not have any Energy Efficiency Measures (EEMS)?
- What amount(s) should I include and enter for Screen CA7 "Project Funding"?
- The work activities at an individual AMP include both unit rehab and non-dwelling work. How do I report this information?
- All of the work for an AMP was completed prior to October 1, 2011. How do I report?
- I am accumulating my Replacement Housing Factor (RHF) grants and have not yet have a project planned. How should I report?
- How do I report if I am using some (or all) of a grant for debt service?
- I am an MTW Agency with a block grant. Do I need to report? If so, how do I report?

Email your questions to EPICHelp@hud.gov but due to high volume, the wait time for a response is longer than usual.

From: Reese, Brian D
Sent: Tuesday, May 15, 2012 6:48 PM
To: Reese, Brian D; 'Bay City HA'; director@hhs.gov; reynaro@hhs.gov; cbha70@hhs.gov; 'Benji Davis'; 'Bremond HA'; bdecker@hhs.gov; bhatx@hhs.gov; 'Caldwell HA'; 'Calvert HA'; 'Carol King';

'Ceci Wagner'; 'Center HA'; hacc68[REDACTED]m; 'Cleveland HA'; corignha[REDACTED]et; 'Dayton HA'; Tcha, Danderson; 'Diboll HA'; 'Ed Thomas'; echa[REDACTED]; 'Franklin HA'; 'Galveston HA'; 'Garrison HA'; 'Grapeland HA'; 'Groveton HA'; hearneha[REDACTED]; 'Hemphill HA'; 'Houston HA'; Huntington; 'Huntsville HA'; 'Jasper HA'; 'Kirbyville HA'; Livingston; 'Madisonville HA'; 'Nacogdoches HA'; 'Navasota HA'; Newton; Orange; 'Palacios HA'; 'Pineland HA'; 'Port Arthur HA'; San Augustine; 'Tenaha HA'; TX-Texas City CDC, George Fuller; thalind[REDACTED]t; Woodville; 'Simonians, Bobken'

Cc: Timme, Mark

Subject: Out of Office

I will be out of the office until after Memorial Day (May 28) and so during my absence Mark Timme will be handling CFP issues. I have copied him on this email so you all have his email address. His phone number is [REDACTED].

Thank you,

Brian D. Reese

U.S. Department of Housing & Urban Development

Houston Office of Public Housing

1301 Fannin, Suite 2200

Houston, TX 77002

Phone: (713) [REDACTED] **Fax:** (713) 748-8100

E-mail: [REDACTED]v

EPIC FAQ #1

As of May 16, 2012

Q1. I don't remember my login ID and Password for RAMPS and EPIC? What should I do?

A1. Your User ID for RAMPS and EPIC is your WASS ID and Password, the same as the one you use to access Public Housing Information Center (PIC). If you have forgotten your WASS password, or if you are locked out of the system and need to have your account unlocked, please contact the HITS National Help Desk at 1-888-297-8689 or REAC TAC at 1-888-245-4860 (Website:

<http://www.reac.hud.gov/naaportal/ROD-SEC-program-offices/public-housing-reac/online>)

You can also use the password reset self-service utility at:

<http://www.reac.hud.gov/naaportal/ROD-SEC-program-offices/public-housing-reac/online>

Q2. I have access to EPIC but I don't see any grant awards. What do I do?

A2. Only the "Recipient Admin" will have rights to see grants and assign grants to other users. Please follow the steps below assign grants to other users:

1. After the Recipient Admin logs into EPIC, click on the 'Core Activity/Energy Module' tab. Search the awards by the award number, award year or PHA code.

EPIC - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

Energy and Performance Information Center (EPIC)

H47357, Welcome back!

Home Core Activity/Energy Module Administration Reports User and Group Tools Admin Data Export

Award List

CA1 » Core Activity Reporting Instructions

Paperwork Reduction Act Statement: The information collection requirements contained in this document have been approved by the OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB Control Number (2577-0274). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number. The public reporting burden for the collection of information is estimated to average 2 hours per annum per respondent.

This page displays awards for which you have access for Core Activity reporting. Please proceed to the reporting forms by either clicking the Award # or the Core Activities link.

If you believe there are awards missing from this list that you should be able to edit, please check with the administrator at your organization to ensure that this award has been assigned to your account. If you are still encountering problems, please contact the HITS Call Center at 1-888-297-8689, option 9 or e-mail to PHOC@HUD.GOV.

Please begin the reporting process by selecting an Award. Please contact your Administrator if you do not have access to a specific Award in the Award List below.

Please enter search criteria. A cumulative search is performed including all parameters provided.

Award Number:

Award Year:

PHA Code:

Search Clear Search Results

U.S. Department of Housing and Urban Development

Freedom of Information Act Privacy Policy Web Policies

Done

start

Send from: Microsoft... Steps for setting up... Documents: Microsoft... EPIC - U.S. Departme... Trusted site 100% (10:02 AM)

2. The Recipient Admin needs to go to each award and assign users by clicking the 'Manage Users' link.

The screenshot shows the EPIC U.S. Department of Housing and Urban Development (HUD) website. The page title is "Energy and Performance Information Center (EPIC)". The navigation bar includes links for "Home", "Core Activity/Energy Module", "Dashboard", "Reports", "User and Group Tools", "Admin", and "Data Export". The "Award List" link is highlighted in the left sidebar.

The main content area is titled "Award List" and includes a search section with the following text: "Please enter search criteria: A cumulative search is performed including all parameters provided." Below this are input fields for "Award Number:", "Award Year:", and "PHA Code:", along with a "Search" button and a "Clear Search Results" link.

The search results table is as follows:

Award Year	Award ID	Appropriation Code	Award Amount (HUD Obligation)	Core Activity	Annual Statement	Manage Users
2010	OK56P09503110	0304	\$690,007.00	Full	N/A	Manage Users

At the bottom of the page, there are links for "Freedom of Information Act", "Privacy Policy", and "Web Policies".

3. Once the admin clicks the 'Manage Users' link, a screen showing assigned and unassigned users for that particular award will be displayed.

The screenshot shows the "Award Recipient Administration" page for the award "OK56P09503110". The page includes instructions for managing users and two main sections: "Assigned Users" and "Unassigned Users".

Assigned Users:

Assigned Users	Actions
LEE, JULIE M25096 SHAWNEE OK	Remove User

Unassigned Users:

Unassigned Users	Actions
THOMPSON, RANDY M9751 SHAWNEE OK	Assign User Assign User Read Only
BROWN, KATHRYN M58392	Assign User Assign User Read Only
HICKOX, JANET M13792	Assign User Assign User Read Only
ADAMS, G DIANE M63617	Assign User Assign User Read Only
TERRELL, MELISSA M25095	Assign User Assign User Read Only
ARMIS, HARPER M34457	Assign User Assign User Read Only

At the bottom of the page, there are links for "Freedom of Information Act", "Privacy Policy", and "Web Policies".

4. The Recipient Admin can then assign the users to that award by clicking on the **'Assign Users'** link in the 'Unassigned Users' section.

Note: The recipient user needs to be associated to each award by repeating step 2 through step 4.

5. Once the admin clicks this link, the user will appear in the 'Assigned Users' section on the page.

6. At this point the recipient user can see the awards when he/she logs into EPIC.

Q3. I don't know who my Recipient Administrator is. What should I do?

A4. Typically, the PHA has assigned either the Executive Director or the PIC Administrator as the Recipient Administrator. Only the "Recipient Admin" will have rights to see grants and assign grants to other users. HUD Field Offices can search for users in EPIC to see if they have these rights under User and Group Tools, User Administration. If the PHA has no Recipient Administrator we can add these rights for the Executive Director. However, if a new Recipient Administrator needs to be designated. See A4.

Q4. My Recipient Administrator is no longer at the PHA. What should I do?

A4. In this case, please send an email to EPICHELP@hud.gov, subject line: Recipient Administrator. Identify the PHA Name and Code, and the name of the previous Recipient Administrator (if known). Also include the name, M#, along with phone number, email address and title, of the person who is to be designated the new Recipient Administrator.

Q5. Do I need to report on my grant if I do not have any Energy Efficiency Measures (EEMS)?

A5. Yes. A PHA must report on activity for all Capital Fund grants, including: Formula Grants, Emergency Grants, Replacement Housing Factor (RHF) grants and Capital Fund Education and Training Community Facilities (CFCF) grants - not just those with EEMs. Additionally, there is no minimum threshold for reporting EEMs; all EEMs activities should be reported.

Q6. What amount(s) should I include and enter for Screen CA7 "Project Funding"?

A6. All funds projected to be spent from a grant at the Development/AMP during the lifecycle of the grant must be included (and not just the amount actually spent in the quarter.) So, the funding amount is the total being spent on the Development/AMP over the duration of the grant. One would start out with an estimate at the beginning of the grant and then update with actual amounts as the grant progressed. For grants that started prior to October 1, 2011 treat them as though they were just awarded on October 1, 2011 and ignore all of the grant activity from before that date.

Q7. The work activities at an individual AMP include both unit rehab and non-dwelling work. How do I report this information?

A7. In this case, you should enter the work as rehab. However, please include a narrative of the non-dwelling work in the work description.

Q8. All of the work for an AMP was completed prior to October 1, 2011. How do I report?

A8. In this case, select "Non-dwelling" work and indicate in the narrative that the work was completed prior to October 1, 2011.

Q9. I am accumulating my Replacement Housing Factor (RHF) grants and have not yet have a project planned. How should I report?

A9. If you are in the early stages of planning to use RHF funding, please work with the Field Office to establish a new development/AMP number in PIC.

The day after the new number is established in PIC, it will show up on the list of developments/AMPs on which a PHA can report. The PHA would then input its preliminary estimate of how many public housing units it plans to develop using that grant's RHF funding. In many instances it may be that a PHA is planning to use multiple RHF grants in tandem to develop public housing units (perhaps 3 grants developing 30 units each for a total of 90 units); in this instance it would report plans to develop 30 units at the same development/AMP number that it established for the first RHF grant for the other two RHF grants. As time goes on and plans become clearer and/or activity starts, the PHA would change what it reports in future reports in EPIC to mesh with what is actually happening. Please work with your local HUD office to establish a project number to which you can assign these grants during reporting.

Q10. How do I report if I am using some (or all) of a grant for debt service?

A10. If all of the funding for a given grant is being spent on debt service, the PHA should pick a development/AMP that benefitted from the financing and select the "non-dwelling" work type and put in the narrative that it is paying debt service.

If the grant is paying a mixture of debt service and other work, then ignore the debt service portion being paid with the grant funds and only report on the other portion of the work.

Q11. I am an MTW Agency with a block grant. Do I need to report? If so, how do I report?

A11. Yes, MTW Agencies are required to report in EPIC.

With respect to the ability of MTW agencies to use their funds flexibly, it is acceptable for an MTW agency to use its own method to determine how to report the impact of the Capital

Fund portion of its expenditures as long as the method is reasonable/defensible. One way to approach it might be to look at the portion of the MTW funding that is actually spent on capital items (which might be more or less than the Capital Fund allocation of the PHA – although using this approach, the PHA would not have to report on expenditures that exceed the Capital Fund allocations). Another possible approach would be to look at the ratio of Capital Funds to total funds received by the PHA each year and to apply that same ratio to expenditures at each development/AMP and to report the Capital Fund related activity (rehabilitation, non-dwelling work, demolition, development of new public housing) at each development/AMP that was funded by the amount of funding expended at each development/AMP. In some instances, it may be that even though the PHA transfers the funding to the MTW combined account, that it somehow can trace the Capital Funds in some way. The objective is to record the impact of Capital Funds with respect to improving the capital needs of public housing in the inventory. HUD is open to other possible ways of approaching this reporting requirement. It should be noted though that the PHA may in fact have used the Capital Funds primarily for non-capital related expenditures (e.g. operations or Housing Choice Voucher expenditures) in which case it would go into EPIC and record that it did “non-dwelling” work at a given Development/AMP and simply record a narrative description of the non-dwelling work.]

Clover Nuetzmann

From: Stanley Lowe [REDACTED]
Sent: Monday, May 21, 2012 11:11 AM
To: 'BIL Bruney'; 'Ashland Ray'; grants@ghatx.org
Subject: FW: 5/21/12 - Automated Forms For CFP
Attachments: 50075.1TOTALS.DOC; 50075.2.xls

-----Original Message-----

From: Linda Bryant, Texas Housing Assoc. [mailto:[REDACTED]]
Sent: Monday, May 21, 2012 11:03 AM
To: undisclosed-recipients:
Subject: 5/21/12 - Automated Forms For CFP

The HUD CFP office has automated Form HUD 50075.1 (Annual Statement/Performance and Evaluation Report for the Capital Fund Program) and Form HUD 50075.2 (Capital Fund Program - Five Year Action Plan). PHAs will no longer have to re-enter data into a spread sheet or calculator to perform the required calculations, as the calculations can be performed on the forms. Reports are completed and emailed. You can find the new forms at <http://1.usa.gov/HBxlrp>. They are also attached.

Linda Bryant
Executive Director
Texas Housing Association
1106 Santa Fe Trail, #1
Duncanville, TX 75137
[REDACTED]
[REDACTED]
[REDACTED]

This Word document contains an interactive form you can complete and e-mail for submission of form HUD-50075.1, Annual Statement/Performance and Evaluation Report.

This form has been constructed to calculate the totals on Line 20 of Page 1. Enter the requested amounts for lines 1 through 19. When you have finished entering these amounts, highlight line 20 then press the **F9** key. The totals will automatically be reflected in line 20.

[illegible]

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
PHA Name:					
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:					
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report					
Type of Grant	Summary by Development Account	Original	Total Estimated Cost Revised¹	Obligated	Total Actual Cost¹
Line					
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHFF funds shall be included here.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2001

PHA Name/Number Locality (City/county & State) Original 5-Year Plan Revision No:

form HUD-50075.2 (4/2008)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY
GALVESTON, TX 77551-0000

May 29, 2012

Dear Executive Director:

SUBJECT: Housing Choice Voucher Program
Ongoing Administrative Fee Adjustment for January and/or February 2012

This letter is to notify your agency that additional Administrative Fees have been obligated for January and/or February 2012, based on the calculation of administrative fees earned for those months. In the letter and reconciliation worksheet you received from the Department, your agency was advised that funding for administrative fees earned for the applicable months is compared to total fees obligated for the same period; and, if fees earned were less than the amount disbursed, then additional administrative fees would be provided for the amount of the shortfall.

There is no action required by your agency; the full amount assigned for the shortage has been obligated and disbursed, and your agency received a revised Intent to Disburse notification letter and schedule for each applicable month that included the disbursement for this funding. Note that if you are receiving additional funds for both January and February, those amounts were added together and are contained in a single increment.

The specific information concerning the administrative fees for your public housing agency (PHA) is identified below.

Admin Fee Funding Increment Number	BA Assigned	Effective Date	Term (in months)
TX017AFR112	\$21,783	5/1/2012	1

Enclosed is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and, if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable); the documents must be submitted to your Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/50071.pdf>

Form SF-LLL

<http://www.hud.gov/offices/adm/hudclips/forms/files/sflll.pdf>

Please contact your Financial Analyst at the FMC if you have any questions.

Sincerely,

Roxanne Byers

Digitally signed by Roxanne Byers
DN: CN = Roxanne Byers, C = US, OU
= Division Director
Reason: I am approving this document

Division Director

Attachments

Memo Reference: 12-066

**Consolidated
Annual Contributions Contract**

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: TX017
GALVESTON HOUSING AUTHORITY**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America Secretary of Housing and Urban Development
Authorized Representative

Carissa Riddle, Director
Financial Management Center

Date of Document:

5/29/2012

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: TX017

FIELD OFFICE: 6EPH

TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY

GALVESTON, TX 775510000

HA FISCAL YEAR-END: 06/30 PROGRAM TYPE: Admin Fee-Voucher Program

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
TX017AF0061	5/1/2011	5/31/2011	1	86,304	N/A
TX017AFHV10	5/1/2011	5/31/2011	1	3,000	N/A
TX017AF0062	6/1/2011	6/30/2011	1	78,249	N/A
TX017AF0063	8/1/2011	8/31/2011	1	75,935	N/A
TX017AF0064	9/1/2011	9/30/2011	1	75,026	N/A
TX017AFR111	9/1/2011	9/30/2011	1	11,726	N/A
TX017AF0065	10/1/2011	10/31/2011	1	79,321	N/A
TX017AFR311	10/1/2011	10/31/2011	1	1,570	N/A
TX017AF0066	11/1/2011	11/30/2011	1	78,457	N/A
TX017AFR411	11/1/2011	11/30/2011	1	1,937	N/A
TX017AF0067	12/1/2011	12/31/2011	1	77,540	N/A
TX017AFHV11	1/1/2012	1/31/2012	1	3,000	N/A
TX017AF0068	1/1/2012	3/31/2012	3	209,922	N/A
TX017AF0069	2/1/2012	3/31/2012	2	89,114	N/A
TX017AFDHP1	3/1/2012	3/31/2012	1	21,550	N/A
TX017AF0072	5/1/2012	5/31/2012	1	29,598	N/A
TX017AFR112	5/1/2012	5/31/2012	1	21,783	N/A
TX017AFR511	5/1/2012	5/31/2012	1	16,115	N/A
TX017AF0070	4/1/2012	6/30/2012	3	221,985	N/A
TX017AF0071	4/1/2012	6/30/2012	3	37,017	N/A



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

May 14, 2012

TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY
GALVESTON, TX 77551-0000

Dear Executive Director:

SUBJECT: Housing Choice Voucher Program
Revised 2012 HCV Administrative Fee Estimated Proration
January through June 2012

This letter is to notify you that additional administrative fee funds have been obligated for your revised estimated administrative fee proration for the months of January through June 2012. All PHAs were notified of the revised fee prorations for calendar year 2012 in the March 29, 2012 e-mail from the Financial Management Center.

Specific information about the renewal(s) for your public housing agency (PHA) is identified in the table below.

Admin Fee Funding Increment Number	Admin Fee Budget Authority	Effective Date	Term (Months)
TX017AF0072	\$29,598	5/1/2012	1

There is no action required by your agency. These funds have been disbursed and you will receive the Intent to Disburse notification letter with a revised disbursement schedule.

Attached is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable) for your current fiscal year, the documents must be submitted to your Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/50071.pdf>

Form SF-LLL

<http://www.hud.gov/offices/adm/hudclips/forms/files/sfilll.pdf>

Please contact your Financial Analyst at the FMC if you have any questions.

Sincerely,

Roxanne Byers

Digitally signed by Roxanne Byers
DN: CN = Roxanne Byers, C = US, OU
= Division Director
Reason: I am approving this document

Division Director

Attachments

Memo Reference: 12-053

**Consolidated
Annual Contributions Contract**

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: TX017
GALVESTON HOUSING AUTHORITY**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America Secretary of Housing and Urban Development
Authorized Representative

Carissa Riddle, Director
Financial Management Center

Date of Document:

5/14/2012

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: TX017

FIELD OFFICE: 6EPH

TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY

GALVESTON, TX 775510000

HA FISCAL YEAR-END: 06/30

PROGRAM TYPE: Voucher Program

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
TX017AF0050	5/1/2010	5/31/2010	1	64,852	N/A
TX017VOC110	5/1/2010	5/31/2010	1	1,128,917	N/A
TX017VOFFR1	5/1/2010	5/31/2010	1	398	N/A
TX017VOPR09	5/1/2010	5/31/2010	1	16,276	N/A
TX017AF0051	6/1/2010	6/30/2010	1	66,909	N/A
TX017AF0053	4/1/2010	6/30/2010	3	4,019	N/A
TX017AF0052	7/1/2010	7/31/2010	1	1,422	N/A
TX017AF0054	8/1/2010	8/31/2010	1	33,427	N/A
TX017AF0055	9/1/2010	9/30/2010	1	69,108	N/A
TX017AF0056	10/1/2010	10/31/2010	1	70,806	N/A
TX017VO0103	4/1/2010	10/31/2010	7	5,913,894	1213
TX017AF0057	11/1/2010	11/30/2010	1	74,310	N/A
TX017AFR510	11/1/2010	11/30/2010	1	29,916	N/A
TX017VO0105	11/1/2010	11/30/2010	1	844,842	1213
TX017AF0041	9/1/2009	12/31/2010	16	252,812	N/A
TX017AF0058	12/1/2010	12/31/2010	1	69,260	N/A
TX017VO0096	9/1/2009	12/31/2010	16	2,515,221	303
TX017VO0104	1/1/2010	12/31/2010	12	1	26
TX017VO0106	12/1/2010	12/31/2010	1	844,842	1213
TX017VOPR10	12/1/2010	12/31/2010	1	63,125	N/A
TX017AFHV09	1/1/2011	1/31/2011	1	8,000	N/A
TX017AFR710	1/1/2011	1/31/2011	1	182	N/A
TX017AF0059	1/1/2011	2/28/2011	2	155,412	N/A
TX017VO0107	1/1/2011	2/28/2011	2	1,877,838	1542
TX017AF0060	3/1/2011	4/30/2011	2	155,412	N/A
TX017VO0108	3/1/2011	4/30/2011	2	1,968,296	1542
TX017AF0061	5/1/2011	5/31/2011	1	86,304	N/A
TX017AFHV10	5/1/2011	5/31/2011	1	3,000	N/A
TX017AF0062	6/1/2011	6/30/2011	1	78,249	N/A
TX017VO0109	5/1/2011	6/30/2011	2	1,968,296	1542
TX017VO0110	7/1/2011	7/31/2011	1	2,031,046	1542
TX017AF0063	8/1/2011	8/31/2011	1	75,935	N/A
TX017AF0064	9/1/2011	9/30/2011	1	75,026	N/A
TX017AFR111	9/1/2011	9/30/2011	1	11,726	N/A
TX017AF0065	10/1/2011	10/31/2011	1	79,321	N/A

TX017AFR311	10/1/2011	10/31/2011	1	1,570	N/A
TX017VO0111	8/1/2011	10/31/2011	3	3,382,377	1542
TX017AF0066	11/1/2011	11/30/2011	1	78,457	N/A
TX017AFR411	11/1/2011	11/30/2011	1	1,937	N/A
TX017AF0067	12/1/2011	12/31/2011	1	77,540	N/A
TX017VO0112	7/1/2011	12/31/2011	6	1	35
TX017VO0113	11/1/2011	12/31/2011	2	1,959,918	1542
TX017AFHV11	1/1/2012	1/31/2012	1	3,000	N/A
TX017VOIC01	2/1/2012	2/29/2012	1	613,402	969
TX017AF0068	1/1/2012	3/31/2012	3	209,922	N/A
TX017AF0069	2/1/2012	3/31/2012	2	89,114	N/A
TX017AFDHP1	3/1/2012	3/31/2012	1	21,550	N/A
TX017VO0114	1/1/2012	3/31/2012	3	2,962,344	1542
TX017AF0072	5/1/2012	5/31/2012	1	29,598	N/A
TX017AFR511	5/1/2012	5/31/2012	1	16,115	N/A
TX017VOIC02	5/1/2012	5/31/2012	1	503,090	909
TX017AF0070	4/1/2012	6/30/2012	3	221,985	N/A
TX017AF0071	4/1/2012	6/30/2012	3	37,017	N/A
TX017VO0116	4/1/2012	10/31/2012	7	8,145,882	1542
TX017VO0115	1/1/2012	12/31/2012	12	1	35



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee St. Suite 400
Kansas City, MO 64108-2603

OFFICE OF PUBLIC AND INDIAN HOUSING

May 15, 2012

6EPH
TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY
GALVESTON, TX 775510000

Dear Executive Director:

Subject: Housing Choice Voucher Program
Disaster Housing Assistance Program Funding

This letter is to notify you that funds have been obligated for Housing Choice Voucher (HCV) Program Housing Assistance Payments (HAP) increment(s) for converting Disaster Housing Assistance Program-Ike (DHAP-Ike) families to HCV.

The HAP funding is provided for new increment(s) beginning May 1, 2012, for families converting to the HCV program from DHAP-Ike. The calculation of your HAP funding was based on the most recent PHA reported data in the Voucher Management System (VMS) for DHAP-Ike for PHAs that applied to participate in the DHAP-Ike set aside. Future funding will be based on actual leasing and HAP totals as provided by the PHA in Excel spreadsheets and through VMS reporting.

Beginning in February 2012, your agency should report its number of families and actual costs for families converting from DHAP-Ike to HCV in the "DHAP to HCV" line in the VMS. These vouchers are considered temporary and will not add to your permanent ACC baseline. When families leave the program, the voucher will no longer be part of your agency's inventory. Such vouchers shall not be reissued to any other family.

Disbursements will be reconciled on a quarterly basis to ensure compliance with Volume 1 of the Treasury Financial Manual, at Part 6, Section 2025.

The specific information concerning this award(s) is identified below.

Type of Funding	Increment Number	# of Temporary Vouchers	Term (Months)	Effective Date	ExpirationDate	Annual Budget Authority
HAP	TX017VOIC02	909	1	5/1/2012	5/31/2012	\$503,090

** Please note the special numbering for these temporary vouchers.

Enclosed is your copy of the Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised budget authority funding exhibits reflecting the changes described above. No execution by HUD or your PHA is required. Please maintain a copy this letter with your most recent CACC letters for the HCV program.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and, if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable), the documents must be submitted to your Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/50071.pdf>

Form SF-LLL

<http://www.hud.gov/offices/adm/hudclips/forms/files/sflll.pdf>

www.hudclips.org/subscriber/html/forms.htm.

If you have any questions regarding the content of this letter, please contact your agency's assigned financial analyst at the Financial Management Center.

Sincerely,

Roxanne Byers

Digitally signed by Roxanne Byers
DN: CN = Roxanne Byers, C = US, OU
= Division Director
Reason: I am approving this document

Division Director

Enclosures

Memo Reference: 12-056

**Consolidated
Annual Contributions Contract**

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: TX017
GALVESTON HOUSING AUTHORITY**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America Secretary of Housing and Urban Development
Authorized Representative

Carissa Riddle, Director
Financial Management Center

Date of Document:

5/15/2012

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: TX017AF

FIELD OFFICE: 6EPH

TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY

GALVESTON, TX 775510000

HA FISCAL YEAR-END: 06/30 PROGRAM TYPE: Voucher Program

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
TX017AF0047	1/1/2010	2/28/2010	2	131,020	N/A
TX017VO0100	1/1/2010	2/28/2010	2	1,615,967	1213
TX017AF0048	3/1/2010	3/31/2010	1	56,477	N/A
TX017VO0102	3/1/2010	3/31/2010	1	918,560	1213
TX017AF0049	4/1/2010	4/30/2010	1	64,852	N/A
TX017AF0050	5/1/2010	5/31/2010	1	64,852	N/A
TX017VOC110	5/1/2010	5/31/2010	1	1,128,917	N/A
TX017VOFFR1	5/1/2010	5/31/2010	1	398	N/A
TX017VOPR09	5/1/2010	5/31/2010	1	16,276	N/A
TX017AF0051	6/1/2010	6/30/2010	1	66,909	N/A
TX017AF0053	4/1/2010	6/30/2010	3	4,019	N/A
TX017AF0052	7/1/2010	7/31/2010	1	1,422	N/A
TX017AF0054	8/1/2010	8/31/2010	1	33,427	N/A
TX017AF0055	9/1/2010	9/30/2010	1	69,108	N/A
TX017AF0056	10/1/2010	10/31/2010	1	70,806	N/A
TX017VO0103	4/1/2010	10/31/2010	7	5,913,894	1213
TX017AF0057	11/1/2010	11/30/2010	1	74,310	N/A
TX017AFR510	11/1/2010	11/30/2010	1	29,916	N/A
TX017VO0105	11/1/2010	11/30/2010	1	844,842	1213
TX017AF0041	9/1/2009	12/31/2010	16	252,812	N/A
TX017AF0058	12/1/2010	12/31/2010	1	69,260	N/A
TX017VO0096	9/1/2009	12/31/2010	16	2,515,221	303
TX017VO0104	1/1/2010	12/31/2010	12	1	26
TX017VO0106	12/1/2010	12/31/2010	1	844,842	1213
TX017VOPR10	12/1/2010	12/31/2010	1	63,125	N/A
TX017AFHV09	1/1/2011	1/31/2011	1	8,000	N/A
TX017AFR710	1/1/2011	1/31/2011	1	182	N/A
TX017AF0059	1/1/2011	2/28/2011	2	155,412	N/A
TX017VO0107	1/1/2011	2/28/2011	2	1,877,838	1542
TX017AF0060	3/1/2011	4/30/2011	2	155,412	N/A
TX017VO0108	3/1/2011	4/30/2011	2	1,968,296	1542
TX017AF0061	5/1/2011	5/31/2011	1	86,304	N/A
TX017AFHV10	5/1/2011	5/31/2011	1	3,000	N/A
TX017AF0062	6/1/2011	6/30/2011	1	78,249	N/A

TX017VO0109	5/1/2011	6/30/2011	2	1,968,296	1542
TX017VO0110	7/1/2011	7/31/2011	1	2,031,046	1542
TX017AF0063	8/1/2011	8/31/2011	1	75,935	N/A
TX017AF0064	9/1/2011	9/30/2011	1	75,026	N/A
TX017AFR111	9/1/2011	9/30/2011	1	11,726	N/A
TX017AF0065	10/1/2011	10/31/2011	1	79,321	N/A
TX017AFR311	10/1/2011	10/31/2011	1	1,570	N/A
TX017VO0111	8/1/2011	10/31/2011	3	3,382,377	1542
TX017AF0066	11/1/2011	11/30/2011	1	78,457	N/A
TX017AFR411	11/1/2011	11/30/2011	1	1,937	N/A
TX017AF0067	12/1/2011	12/31/2011	1	77,540	N/A
TX017VO0112	7/1/2011	12/31/2011	6	1	35
TX017VO0113	11/1/2011	12/31/2011	2	1,959,918	1542
TX017AFHV11	1/1/2012	1/31/2012	1	3,000	N/A
TX017VOIC01	2/1/2012	2/29/2012	1	613,402	969
TX017AF0068	1/1/2012	3/31/2012	3	209,922	N/A
TX017AF0069	2/1/2012	3/31/2012	2	89,114	N/A
TX017AFDHP1	3/1/2012	3/31/2012	1	21,550	N/A
TX017VO0114	1/1/2012	3/31/2012	3	2,962,344	1542
TX017AF0072	5/1/2012	5/31/2012	1	29,598	N/A
TX017AFR511	5/1/2012	5/31/2012	1	16,115	N/A
TX017VOIC02	5/1/2012	5/31/2012	1	503,090	909
TX017AF0070	4/1/2012	6/30/2012	3	221,985	N/A
TX017AF0071	4/1/2012	6/30/2012	3	37,017	N/A
TX017VO0116	4/1/2012	10/31/2012	7	8,145,882	1542
TX017VO0115	1/1/2012	12/31/2012	12	1	35



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center

2380 McGee Street, Suite 400

Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

May 14, 2012

TX017

GALVESTON HOUSING AUTHORITY

4700 BROADWAY

GALVESTON, TX 77551-0000

Dear Executive Director:

SUBJECT: Housing Choice Voucher Program

Final Reconciliation of the CY 2011 Ongoing Administrative Fees

This letter is to notify your agency that funds have been obligated in connection with the final reconciliation of your housing agency's calendar year (CY) 2011 administrative fees, as discussed in the April 12, 2012 letter you received from the Housing Voucher Financial Management Division, and the April 18, 2012 e-mail you received from the Financial Management Center. A reconciliation worksheet with the detail calculations was provided as an attachment to the April 12, 2012 letter.

The specific information about the CY2011 final reconciliation funding for your agency (PHA) is identified in the table below.

Administrative Fee Funding Increment Number	Admin Fee Budget Authority	Effective Date	Term (Months)
TX017AFR511	\$16,115	5/1/2012	1

There is no action required by your agency. These funds have been disbursed and you will receive the Intent to Disburse notification letter with a revised disbursement schedule.

Attached is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable) for your current fiscal year; the documents must be submitted to your Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/50071.pdf>

Form SF-LLL

<http://www.hud.gov/offices/adm/hudclips/forms/files/sflll.pdf>

www.hud.gov

espanol.hud.gov

Please contact your Financial Analyst at the FMC if you have any questions.

Sincerely,

Roxanne Byers

Digitally signed by Roxanne Byers
DN: CN = Roxanne Byers, C = US, OU
= Division Director
Reason: I am approving this document

Division Director

Attachments

Memo Reference: 12-052

**Consolidated
Annual Contributions Contract**

U. S. Department of Housing and Urban Development
Office of Public and Indian Housing

Housing Choice Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

**Housing Agency: TX017
GALVESTON HOUSING AUTHORITY**

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America Secretary of Housing and Urban Development
Authorized Representative

Carissa Riddle, Director
Financial Management Center

Date of Document:

5/14/2012

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PIH SECTION 8 - FUNDING EXHIBIT

PROGRAM-BASED

ACC NUMBER: TX017AF

FIELD OFFICE: 6EPH

TX017
GALVESTON HOUSING AUTHORITY
4700 BROADWAY

GALVESTON, TX 775510000

HA FISCAL YEAR-END: 06/30

PROGRAM TYPE: Voucher Program

FUNDING INCREMENT NUMBER	FIRST DAY OF TERM	LAST DAY OF TERM	CONTRACT TERM	BUDGET AUTHORITY	UNITS
TX017AF0061	5/1/2011	5/31/2011	1	86,304	N/A
TX017AFHV10	5/1/2011	5/31/2011	1	3,000	N/A
TX017AF0062	6/1/2011	6/30/2011	1	78,249	N/A
TX017VO0109	5/1/2011	6/30/2011	2	1,968,296	1542
TX017VO0110	7/1/2011	7/31/2011	1	2,031,046	1542
TX017AF0063	8/1/2011	8/31/2011	1	75,935	N/A
TX017AF0064	9/1/2011	9/30/2011	1	75,026	N/A
TX017AFR111	9/1/2011	9/30/2011	1	11,726	N/A
TX017AF0065	10/1/2011	10/31/2011	1	79,321	N/A
TX017AFR311	10/1/2011	10/31/2011	1	1,570	N/A
TX017VO0111	8/1/2011	10/31/2011	3	3,382,377	1542
TX017AF0066	11/1/2011	11/30/2011	1	78,457	N/A
TX017AFR411	11/1/2011	11/30/2011	1	1,937	N/A
TX017AF0067	12/1/2011	12/31/2011	1	77,540	N/A
TX017VO0112	7/1/2011	12/31/2011	6	1	35
TX017VO0113	11/1/2011	12/31/2011	2	1,959,918	1542
TX017AFHV11	1/1/2012	1/31/2012	1	3,000	N/A
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TX017AF0068	1/1/2012	3/31/2012	3	209,922	N/A
TX017AF0069	2/1/2012	3/31/2012	2	89,114	N/A
TX017AFDHP1	3/1/2012	3/31/2012	1	21,550	N/A
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TX017AF0072	5/1/2012	5/31/2012	1	29,598	N/A
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TX017AF0071	4/1/2012	6/30/2012	3	37,017	N/A
TX017VO0116	4/1/2012	10/31/2012	7	8,145,882	1542
TX017VO0115	1/1/2012	12/31/2012	12	1	35

Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Wednesday, May 23, 2012 3:59 PM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065
Attachments: TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065_(ENCL1).xls; TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065_(ENCL2).pdf

FYI

MP

From: Financial Management Center [mailto:FinancialManagementCenter@hud.gov]
Sent: Wednesday, May 23, 2012 3:53 PM
To: [redacted]
Subject: TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065

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**Calculation of March 2012 Administrative Fees
Housing Choice Voucher Program**

HA Number: HA Name:	<div style="border: 1px solid black; padding: 2px; text-align: center;">TX017</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">GALVESTON HOUSING AUTHORITY</div>	
1	Total Unit Months Leased - March 2012	<div style="border: 1px solid black; padding: 2px; text-align: center;">1,987</div>
2	Unit Months Eligible for Column A Rate	<div style="border: 1px solid black; padding: 2px; text-align: center;">600</div>
3	Column A Rate	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$66.07</div>
4	Eligibility - Column A Unit Months (Line 2 x Line 3)	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$39,642</div>
5	Unit Months Eligible for Column B Rate (Line 1 - Line 2)	<div style="border: 1px solid black; padding: 2px; text-align: center;">1,387</div>
6	Column B Rate	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$61.67</div>
7	Eligibility - Column B Unit Months (Line 5 x Line 6)	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$85,536</div>
8	Total Eligibility (Line 4 + Line 7)	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$125,178</div>
9	Pro-Ration Factor	<div style="border: 1px solid black; padding: 2px; text-align: center;">0.80091</div>
10	Pro-Rated Eligibility (Line 8 x Line 9)	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$100,256</div>
11	Fees Obligated for March 2012	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$74,907</div>
12	Shortfall in Fees Obligated Line 10 - Line 11, if positive	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$25,349</div>
15	Excess Fees Obligated Line 10 - Line 11, if negative	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$0</div>



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

OFFICE OF PUBLIC AND INDIAN HOUSING

MAY 23 2012

Dear Executive Director:

Subject: Housing Choice Voucher Program
March 2012 On-Going Administrative Fees

The purpose of this letter is to advise each public housing agency (PHA) participating in the Housing Choice Voucher Program (HCVP) of the calculation of earned administrative fees for the month of **March 2012**.

The Consolidated and Further Continuing Appropriations Act, 2012 (PL 112-55) referred to hereafter as "the 2012 Act," enacted on November 18, 2011, requires that administrative fees be calculated on the basis of PHA leasing in the HCVP. Administrative fees will be paid for each voucher under lease on the first day of the month. The fee rates applicable to each PHA have been previously posted on the HUD website, and all PHAs have had the opportunity to request a blended rate and/or a higher rate if they qualify. Any additional eligibility resulting from an approved higher fee rate or a blended fee rate will be applicable to the entire calendar year (CY), regardless of when the rate is approved. Additionally, in accordance with Notice PIH 2010-5, beginning in CY 2010 and continuing through CY 2012, HUD will no longer provide a lower administrative fee rate for PHA-owned units. A PHA earns the same amount of administrative fee for a PHA-owned unit as it does for a non-PHA owned unit.

The appropriation available for fees is a fixed amount again in 2012, thereby requiring pro-ration if total eligibility of all PHAs exceeds the funds available. For the month of **March, 2012**, the Department has again calculated each PHA's eligibility and has established a pro-ration factor, based on utilizing for each month 1/12 of the total available appropriation for the year. PHAs are eligible for fee calculations based on their Column A rates for the first 600 units leased each month; if an HA leases at least 7200 unit months for CY 2011, the PHA will receive fees based on the Column A rate for 7200 unit months, even if the leasing in some months is less than 600 units.

Enclosed with this letter is the calculation of fee eligibility and pro-rated earnings for your PHA for the month of **March 2012**. Unit Months Leased (UML) data was taken from the validated Voucher Management System (VMS) database as of as of May 15, 2012 for the month of **March 2012**. Also, included in this reconciliation (and all prior reconciliations) are administrative fees earned for VASH, tenant protection, Family Unification Program, and Non-elderly Disabled vouchers, to the extent that the units leased in these categories were entered into VMS by the PHA.

Total fees earned (after pro-ration) for each month is compared to total fees obligated for the same period, including renewal fees and tenant protection on-going fees. At the end of the enclosure, the final amount of pro-rated fees earned is compared to the fees obligated for your PHA, resulting in an excess or shortage in the amount provided to the PHA for each month. If the PHA has a shortfall, meaning fees obligated for the month were less than fees earned, an additional fee disbursement in the amount of the shortfall will be made. If the PHA received

excess fees for the month, the excess amount will be offset from a future disbursement after the end of CY 2012 when the final fee reconciliation is completed.

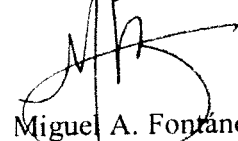
After the final VMS data for the year is validated, the Department will update all leasing data for the 12 months; based on the validated data each PHA has entered into VMS, and will make any fee eligibility adjustments for leasing changes that were recorded after the original calculations for each month were completed and other eligibility adjustments as needed. Additionally, any excess fees received by PHAs for CY 2012 will be generally offset from future disbursements at the time of the CY 2012 final fee reconciliation. The pro-ration factor for each month will not change at the end of the year.

You are reminded that your PHA is eligible for administrative fees for all vouchers under lease as of the first day of each month, up to the PHA's baseline unit months for the CY. Some PHAs are presently leasing vouchers in excess of their baseline. If a PHA is over-leased for the CY, the fee earnings for the final period(s) will be reduced such that fees are paid only for unit months up to the PHA's baseline. PHAs that are significantly over-leased may experience a significant reduction, and agencies need to anticipate and prepare for this.

If you have any questions about the fee calculations or the data used for your PHA, please contact your assigned representative from the Financial Management Center.

Thank you for your continued participation in the HCVP.

Sincerely,

A handwritten signature in black ink, appearing to read 'Miguel A. Fontanez', with a large, sweeping flourish extending to the right.

Miguel A. Fontanez
Director
Housing Voucher Financial
Management Division

Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Tuesday, May 29, 2012 11:32 AM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_ACC_20120529_2012Jan-FebAFRecon_M12-066
Attachments: TX017_ACC_20120529_2012Jan-FebAFRecon_M12-066.pdf

FYI

MP

From: FMC East [redacted]
Sent: Tuesday, May 29, 2012 11:20 AM
To: [redacted]
Subject: TX017_ACC_20120529_2012Jan-FebAFRecon_M12-066

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Clover Nuetzmann

From: Stanley Lowe ([REDACTED])
Sent: Wednesday, May 23, 2012 3:59 PM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065
Attachments: TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065_(ENCL1).xls; TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065_(ENCL2).pdf

FYI

MP

From: Financial Management Center ([REDACTED]@hud.gov)
Sent: Wednesday, May 23, 2012 3:53 PM
To: [REDACTED]
Subject: TX017_AFR_20120523_2012-03AdminFeeRecon_M12-065

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Clover Nuetzmann

From: Stanley Lowe [mailto:led@ghats.com]
Sent: Wednesday, May 30, 2012 12:41 PM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_IND_20120530_VO-AF_M12-067
Attachments: TX017_IND_20120530_VO-AF_M12-067.pdf

FYI

MP

From: FMC East [mailto:FMC-East@hud.gov]
Sent: Wednesday, May 30, 2012 12:11 PM
To: led@ghats.com
Subject: TX017_IND_20120530_VO-AF_M12-067

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Clover Nuetzmann

From: Stanley Lowe [redacted]
Sent: Wednesday, May 30, 2012 2:10 PM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_IND_20120530_DHAP-IKE_M12-068
Attachments: TX017_IND_20120530_DHAP-IKE_M12-068.pdf

FYI

MP

From: FMC East [redacted]
Sent: Wednesday, May 30, 2012 2:05 PM
To: 'ed@ghatx.org'
Subject: TX017_IND_20120530_DHAP-IKE_M12-068

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Clover Nuetzmann

From: Stanley Lowe ([REDACTED])
Sent: Monday, June 04, 2012 1:26 PM
To: 'BIL Bruney'
Subject: FW: TENTATIVE PROPOSAL FOR IMPROVED MAINTENANCE SERVICES FOR PUBLIC HOUSING RESIDENTS
Attachments: PROPOSAL FOR IMPROVED MAINTENANCE SERVICES FOR PUBLIC HOUSING.docx

Please review and let us follow up.

Stan

From: Randi Jensen ([REDACTED])
Sent: Thursday, May 31, 2012 6:37 PM
To: Stanley Lowe; Stanley Lowe; Mona Purgason; Melinda Oliver; John Williams
Cc: Human Resources Manager
Subject: TENTATIVE PROPOSAL FOR IMPROVED MAINTENANCE SERVICES FOR PUBLIC HOUSING RESIDENTS

Hello everyone!

Attached is the first attempt at a plan to expedite and improve maintenance services to our public housing residents. Please review and make any changes you so desire. I will be out of the office tomorrow, Friday, June 1, and Monday, June 4, returning on Tuesday, June 4.

Please take care and let me know how I may further assist. As mentioned in the attached, a representative from TFDm will be here on Tuesday, June 5, to walk through the facilities to evaluate the cost of professional cleaning services.

See you Tuesday!

Randi E. Jensen

Human Resources Manager
Galveston Housing Authority
([REDACTED]) - Office Phone
([REDACTED]) - GHA Mobile
([REDACTED]) - Fax

PROPOSAL FOR BECOMING "BEST OF CLASS"
AT GHA PUBLIC HOUSING LOCATIONS

PROCUREMENT OF PROFESSIONAL CLEANING SERVICES:

On Tuesday, June 5, 2012, Mr. Terry Christopher, from TFDM (state/approved vendor) will meet with John Williams and Melinda Oliver and I to discuss and evaluate the requirements necessary to bring Holland House, Gulf Breeze and the scattered sites up to full quality cleaning standards. Ultimately, based on our scope of services Mr. Christopher will provide an estimate that will include a thorough cleaning of the facilities and a schedule for continuing services that include:

- Sweeping floors
- Stripping, waxing floors
- Cleaning (polishing if necessary)
 - furniture
 - walls
 - woodwork
 - ceilings
 - exposed pipes
 - window blinds
 - interior/exterior glass cleaning
 - toilet fixtures
 - ceiling fans
 - sinks
 - rugs
 - carpets
 - stairways
 - elevators
- Clean offices
- Rest rooms
- Water fountains
- Interior glass (doors, etc)
- Hi-low dusting

Other services are available upon request that may include day, night cleaning, special event cleaning, recycle pick-up etc.

The procurement of a professional cleaning service would allow for the maintenance staff to concentrate on maintenance issues, and allow for a more timely turn around on work orders.

These services could be available as soon as June 15, 2012

HIRING OF ADDITONAL MAINTENANCE STAFF

It is recommended that we hire 3 full time skilled maintenance workers who have proven experience in the following areas:

- Plumbing
- Electrical maintenance
- Painting
- Make-ready
- Tile installation
- Cabinetry repair
- Air conditioning and heating
- Minor roof repair, etc.

Hiring three (3) individuals would allow for full time maintenance at each location (Holland House, Gulf Breeze and Scattered Sites) eliminating the need to pull staff from the housing units to assist in other areas. The additional staff would assist in expediting the work orders and eliminate the need for extended response time.

It is recommended that these positions be classified as "GHA Temporary Staff" (without benefits). The advantages of this classification of hiring are:

- Provide an opportunity for management to evaluate skills and work ethics;
- Eliminate high mark-up by temporary agencies.

Courtney Beck is reviewing the Section 3 database to identify possible candidates. Once Section 3 candidates are identified and sign the appropriate paper work, they will be interviewed by John Williams and Melinda Oliver. A national criminal background investigation will be processed for the selected candidates. (This type of investigation is necessary due to employee access to residences and residents). Upon successful completion of the background investigation, a drug test will be scheduled. The timeline to complete the hiring process is dependent upon the availability of qualified candidates, the successful interview process, background and drug testing. We could fast track the process and hopefully have staff on payroll by June 15, 2012.

We are also recommending that we hire two (2) porters. These entry level staff positions will be responsible to assist the skilled maintenance staff with daily maintenance activities. Their duties would also include picking up trash from the parking lot and common areas. They could empty trash, clean laundry facilities and keep the property manager informed of any areas that need additional cleaning, and/or maintenance and repair. This staff would also be GHA temporary staffing.

COST ESTIMATE FOR ADDITIONAL MAINTENANCE STAFF:

Temporary staff would be employed using the Davis Bacon Act guidelines and be in compliance with GHA's annual HUD Form 52158 "Maintenance Wage Rate Decision" commitment. The summary of costs is as follows:

The cost summary for three (3) "Temporary" skilled maintenance staff positions:

\$14.00 hourly – (40 hours weekly, no benefits)

\$14 x 2080 = \$29,120 annual income or \$1,120 bi weekly

Annual cost for three (3) "Temporary" employees would be \$87,360

Full time GHA payroll (with benefits) summary for three (3) skilled maintenance staff positions:

Hourly rate:	\$ 14
Yearly rate:	\$ 29,120
PTO:	\$ 2,688
Holiday pay:	\$ 1,596
Health Insurance:	\$ 6,420
401a:	\$ 3,786
TOTAL:	\$ 43,610 x 3 = \$130,830

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\$9.95 hourly – (40 hours weekly, no benefits)

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Health Insurance:	\$ 6,420.00
401a:	\$ 2,690.00
TOTAL:	\$ 32,851 x 2 = \$65,702

TOTAL Cost for Temporary staff:

\$ 87,360 (3 skilled maintenance personnel)

\$ 41,392 (2 entry level Porter staff positions)

\$128,752

GHA Payroll with full benefits:

\$ 130,830 (3 skilled maintenance personnel)

\$ 41,392 (2 entry level Porter staff positions)

\$128,752

Clover Nuetzmann

From: BIL Bruney [mailto:[REDACTED]]
Sent: Tuesday, June 05, 2012 10:50 AM
To: 'Stanley Lowe'
Cc: 'Mona Purgason'; 'Melinda Oliver'; 'John Williams'; 'Randi Jensen'
Subject: FW: TENTATIVE PROPOSAL FOR IMPROVED MAINTENANCE SERVICES FOR PUBLIC HOUSING RESIDENTS
Attachments: PROPOSAL FOR IMPROVED MAINTENANCE SERVICES FOR PUBLIC HOUSING.docx; Cost Est. Additional maint..xlsx

Sir:

An excel spreadsheet revising the cost estimate is attached.

We welcome actions which enhance the living conditions of the residents and improve the image of GHA.

Sincerely,

BIL

From: Stanley Lowe [mailto:[REDACTED]]
Sent: Monday, June 04, 2012 1:26 PM
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Human Resources Manager

Galveston Housing Authority

(409) 763-1818 - Office Phone

(409) 878-6629 - GHA Mobile

(409) 763-1511 Fax

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\$128,752

GHA Payroll with full benefits:

\$ 130,830 (3 skilled maintenance personnel)

\$ 41,392 (2 entry level Porter staff positions)

\$128,752

Maintenance Proposal Cost Estimate Revised

GHA Fulltime 3 skilled Maint. Staff positions.

Hourly Rate	14				
Annual	29,120				
PTO				2,688	<i>if paid after separation</i>
FICA	2,228			206	
Workers Comp Ins.	15			1	
Unemployment	261			0	
Health Insurance	6,420				
401a	3,786			349	
Total	41,844	x 3 =	125,531	+	3,244
	Minimum		125,531		
	Maximum				128,776

2 entry level Porter staff positions.

Hourly Rate	9.95				
Annual	20,696				
PTO				1,910	<i>if paid after separation</i>
FICA	1,583			146	
Workers Comp Ins.	11			1	
Unemployment	261			0	
Health Insurance	6,420				
401a	2,690			248	
Total	31,672	x 2 =	63,343	+	2,305
	Minimum		63,343		
	Maximum				65,649

Total with	Minimum	188,874
Benefits	Maximum	194,424

Temporary Staff, No benefits

Maint		Porter
Hourly Rate	14	10
Annual	29,120	20,696
PTO		
FICA	2,228	1,583
Workers Comp Ins.	15	11
Unemployment	261	261
Health Insurance	0	0
401a	0	0

Total	31,638	22,561	
times	3	2	
Grand Total:	94,914	45,122	140,037

Clover Nuetzmann

From: Stanley Lowe ([redacted])
Sent: Tuesday, June 05, 2012 9:48 AM
To: 'Ashland Ray'; 'BIL Bruney'
Subject: FW: TX017_ACC_20120604_DHAPConJuneHAP_M12-073
Attachments: TX017_ACC_20120604_DHAPConJuneHAP_M12-073.pdf

FYI

MP

From: FMC East ([redacted])
Sent: Tuesday, June 05, 2012 9:37 AM
To: 'ed@ghatx.org'
Subject: TX017_ACC_20120604_DHAPConJuneHAP_M12-073

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Clover Nuetzmann

From: BIL Bruney ([REDACTED])
Sent: Thursday, June 07, 2012 2:22 PM
To: 'Stanley Lowe'
Cc: 'Mona Purgason'; 'Randi Jensen'; 'Ashland Ray'
Subject: Exit Conference

Mr. Lowe:

Sorry to miss the exit conference this afternoon. My follow-up surgery appointment is today @ 3:30 and I cannot cancel.

The auditors will present their findings and recommendations and we will respond accordingly and timely.

Sincerely,

B I L Bruney,
Director of Finance