

# **PHA User Guide**

2008 PHA HUD-52723 Excel Tool

Operating Fund Calculation of Operating Subsidy



**U.S. Department of Housing and Urban Development**

Office of Public and Indian Housing – Real Estate Assessment Center (PIH-REAC)

Financial Management Division

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## Table of Contents

I. Introduction.....	3
II. Obtaining the Excel Version of HUD-52723.....	3
III. Opening and Saving the File.....	4
IV. Understanding the Excel Form.....	5
V. Validating the HUD-52723 Data.....	5
VI. Sending Excel Tools to Field Offices.....	6
VII. Resolving Error Messages.....	6
VIII. Tips for Successful Submission of Excel Tool.....	7
IX. Technical Assistance.....	8

## I. Introduction

As communicated in the Friday, April 25, 2008 SAGIS email, the Financial Management Division (FMD) will be using the HUD-52723 Excel Tool to validate the data submitted in SAGIS by Public Housing Agencies (PHAs). Since 2008 is the first year using the SAGIS system, the Department is committed to ensuring that the PHAs' eligibility data is accurate. To do so, parallel processing of the data in SAGIS and outside of SAGIS will be conducted.

For this purpose the Department is sending PHAs by email an Excel Tool, for each AMP that is populated with the form HUD-52723 data extracted from SAGIS. The Excel Tool will give PHAs an opportunity to verify that their data is correct. If there are discrepancies in the data or if the data is incomplete (i.e. not started or started and not completed), the PHAs will be able to make their entries directly in the Excel Tool. Table 1 gives a description of the action required by a PHA depending upon the status of their application(s) in SAGIS:

**Table 1, Action Required by PHAs**

<b>Application Status in SAGIS</b>	<b>PHA will see in Excel Tool</b>	<b>Action Required by PHA</b>
Application started and submitted by PHA	PHA-entered data extracted from SAGIS	Review, validate SAGIS data and edit if any changes required. E-mail Excel Tool to field office
Application started but not submitted	PHA-entered data extracted from SAGIS and some blank fields.	Validate existing data, edit if required and enter remaining data. E-mail Excel Tool to field office
Application not started	Will only show PHA's demographic information including PEL, Inflation Factor and Transition Funding (three orange data fields)	Complete all remaining fields accurately and validate. E-mail Excel Tool to field office

The main purpose of using the Excel Tool is to validate the data submitted in SAGIS by PHAs. Therefore, before using with the Excel Tool, PHAs must make sure that they have made their submissions in SAGIS.

If PHAs have any problems with the SAGIS system they must contact their local field office. If they have questions about how the Excel Tool works or about definitions of the line items, they must contact their local field office,

## II. Obtaining the Excel Version of HUD-52723

FMD will email the Excel Tool to all PHAs. PHAs who do not receive an Excel Tool by Monday, May 5, 2008 should contact their field office immediately.

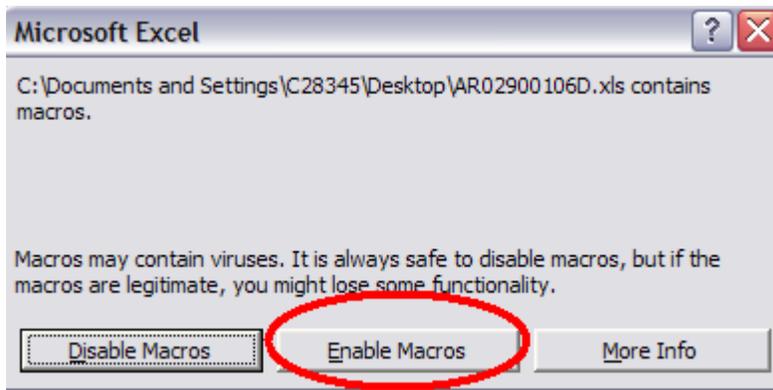
The Excel Tool emailed to PHAs is a zipped file using the naming convention of the 5-digit PHA code followed by a .zip extension e.g. AK001.zip. This zipped file will contain the Excel File(s) using the naming convention of PHAs operating fund project number, an 11-digit number e.g. AK001000213.xls. The number of Excel files would correspond with the number of projects (i.e. AMPs) a PHA has that are eligible for funding.

Upon receiving the email from HUD, please follow these instructions:

1. Create a folder 'HUD-52723 Excel Tool' on your desktop or any other safe location.
2. Save the zipped file received from HUD in this folder.
3. Now right click on the zipped file and select the option 'Extract Here'.
4. Now all the files from the zipped folder will be visible in this folder i.e. 'HUD-52723 Excel Tool'

### III. Opening and Saving the File

Double click and open each Excel file/tool in order to review, validate and/or enter information depending on the status of your application as shown in Table 1. When prompted regarding Macros, click the **Enable Macros** button otherwise all of the features of the PHA 52723 Excel Tool will not operate properly.



If the user is asked for a password to open the Excel Tool, this message is an indicator that the Excel security settings are set too high. In this case, the Excel security settings need to be changed temporarily. Please use the following steps to change the Macro Security Settings:

- Open up Excel **BEFORE** opening the HUD PHA 52723 Excel Tool, (Start Menu> All Programs> Microsoft Excel).
- Using the following menu path: Tools -> Macros -> Security. Change the security level to Medium or Lower.
- Close Excel and now open the HUD PHA 52723 Excel Tool. Excel will no longer ask for a password but will ask to enable macros. Please select Enable Macros, as they are necessary for the full function of the Tool.

#### IV. Understanding the Excel Form

The PHA 52723 Excel Tool is a replica of the paper form HUD-52723. However, the Excel form uses color-coding to guide the PHA users. As a general reference, fields that are yellow in color can be edited by PHAs. Fields that are orange are locked and are not editable by PHAs but are instead calculated by formulas, which HUD Field Offices will review and approve. Cells that are black are not used and are also locked.

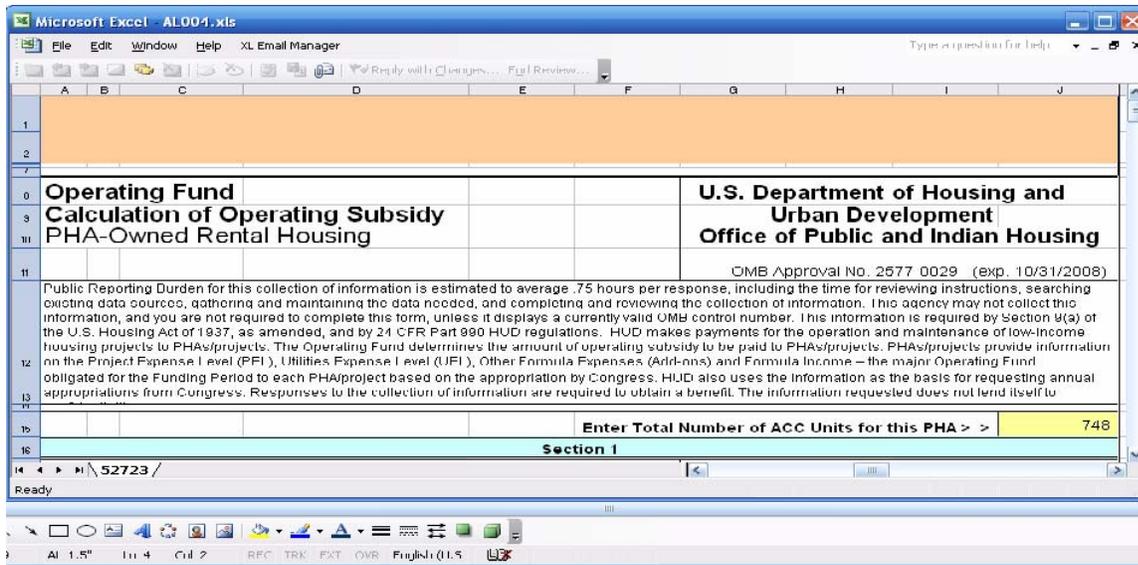
Categorization of Unit Months:							
Occupied Unit Months							
01	Occupied dwelling units -- by public housing eligible family under lease	0	0		0	0	0
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0	0			0	0

To maintain the integrity of the PHA 52723 Excel Tool, many of the Excel menu options have been removed. This includes cutting, copying and pasting data.

#### V. Validating the HUD-52723 Data

The following are a few key items to note while completing/validating the data in the Excel Tool.

1. **PHA Unit Count.** Review and verify the ACC units count in the yellow field as shown in the figure below. Note that this is the PHA-wide unit count and not the AMP unit count. The value entered here will be used to determine the Asset Management Fee on Line A12.



2. **UEL.** PUM Utilities Expense Level, Line A05, must come from the 2008 form HUD-52722, Line 26.
3. **Transition Funding.** In 2008, there is no transition funding adjustment for gainers. For decliners, the transition funding is 76 percent of their PUM decline.
4. **Stop-loss.** No adjustment has been made in the transition funding for decliners with approved stop-loss application. These adjustments will be made at HQ during the 2008 revisions period.

## VI. Sending Excel Tools to Field Offices

Once the review/validation and/or changes are complete, save changes to your Excel file. Now zip these files into one zip file. The zip must be saved using the following naming convention:

PHA Code + 2008Form + .zip  
 e.g. AK0012008Form.zip

Email this zipped file as an attachment to your field office. Please include the following in the subject line of your e-mail:

PHA Code + Completed 2008 HUD-52723 Excel Tool

## VII. Resolving Error Messages

The Excel Tool uses a number of pop-up messages when a PHA enters invalid data into cells. These error messages let the PHA know that data has been entered that is incorrect and will not let the form be completed until the correction is made. A PHA may encounter these error messages on the form when a whole number is not entered or when an incorrect number of

decimal places are entered. Table 2 lists all of the line numbers where error messages on the Excel Tool may be encountered and the reason for the error message.

In order for a PHA to eliminate the error message and complete the form, the cell data must be changed to meet the requirements listed in Table 2.

**Table 2. 2008 PHA HUD-52723 Excel Tool Line Items and Error Messages**

Line Item	Name	Required Format	Message Type	Message
<b>Section 2.</b>				
Units	On 7/1/2006	Whole number	Stop error	Units must be a whole number and greater than or equal to 0.
Units	Units Added to ACC	Whole number	Stop error	Units must be a whole number and greater than or equal to 0.
Units	Units Deleted from ACC	Whole number	Stop error	Units must be a whole number and greater than or equal to 0.
Lines 01-06	Column A	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Lines 07-13	Column A	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Line 06a	Column B	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
Line 17	Column B	Whole number	Stop error	Unit months must be a whole number and greater than or equal to 0.
<b>Section 3.</b>				
A. 05	PUM Utility Expense Level	2 Decimals	Stop error	Amount must not have more than 2 decimal places.
A. 07-10	Self-Sufficiency, Energy Loan Amortization, PILOT, Cost of independent audit	Whole number	Stop error	Amount must be a whole number greater than or equal to 0.
A. 14-15	Asset repositioning fee, Costs attributable to federal law changes	Whole number	Stop error	Amount must be a whole number greater than or equal to 0.
B, 02	PUM Change in utility allowances	2 Decimals	Stop error	Amount must not have more than 2 decimal places.
C. 01	Moving-To-Work	Whole number	Stop error	Amount must be a whole number greater than or equal to 0.
C.03	Other	Whole number	Stop error	Amount must be a whole number greater than or equal to 0.

### VIII. Tips for Successful Submission of Excel Tool

HUD is aware of the following common issues regarding the HUD-PHA 52723 Excel Tool:

**Issue 1:** Formulas such as limited vacancies (Section 2, Line 14) or Asset Management Fee (Section 3, Line A12) show 0.

**Solution 1:** The user has likely not completed the ACC unit roll forward (units on 7/1, added units, deleted units) which is immediately below the Section 2 heading. User should complete the missing data.

**Issue 2:** The actual PILOT payment for a PHA for the same fiscal year was higher than the calculation provided by HUD for PILOT ( $\text{PILOT} = (\text{Rent} - \text{Utilities}) \times 10\%$ ).

**Solution 2:** If the actual PILOT payment for a PHA for the same fiscal year was higher than the calculation, the actual PILOT payment should be filled on the HUD-52723 form. Please note the amount filled in on the HUD-52723 will always be the higher of the two.

**Issue 3:** The user is asked for a password to open the Excel Tool.

**Solution 3:** This message is an indicator that the Excel security settings are set too high. In this case, the Excel security settings need to be changed temporarily. Please use the following steps to change the Macro Security Settings:

- Open up Excel without first opening the HUD PHA 52723 Excel Tool, (Start Menu> All Programs> Microsoft Excel).
- Using the following menu path: Tools -> Macros -> Security. Change the security level to Medium or Lower.
- Close Excel and now open the HUD PHA 52723 Excel Tool. Excel will no longer ask for a password but will ask to enable macros. Please select Enable Macros, as they are necessary for the full function of the Tool.

## **IX. Technical Assistance**

For problems or questions believed to be a common Excel program question, please first attempt to resolve these problems locally or using the Microsoft Excel help function.

For problems with the Excel Tool, the local Field Office should be contacted with an explanation of the problem.