




# Capital Planning Process

## ED Training

### Nov. 6-9, 2017

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# Schedule

- Project Needs Assessment ( PNA )
- CFP Process
  - 5 Year Action Plan
  - Annual Plan
  - EPIC
  - Close Out
- Labor Standards

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# Capital Planning

It's more than the annual CFP budget

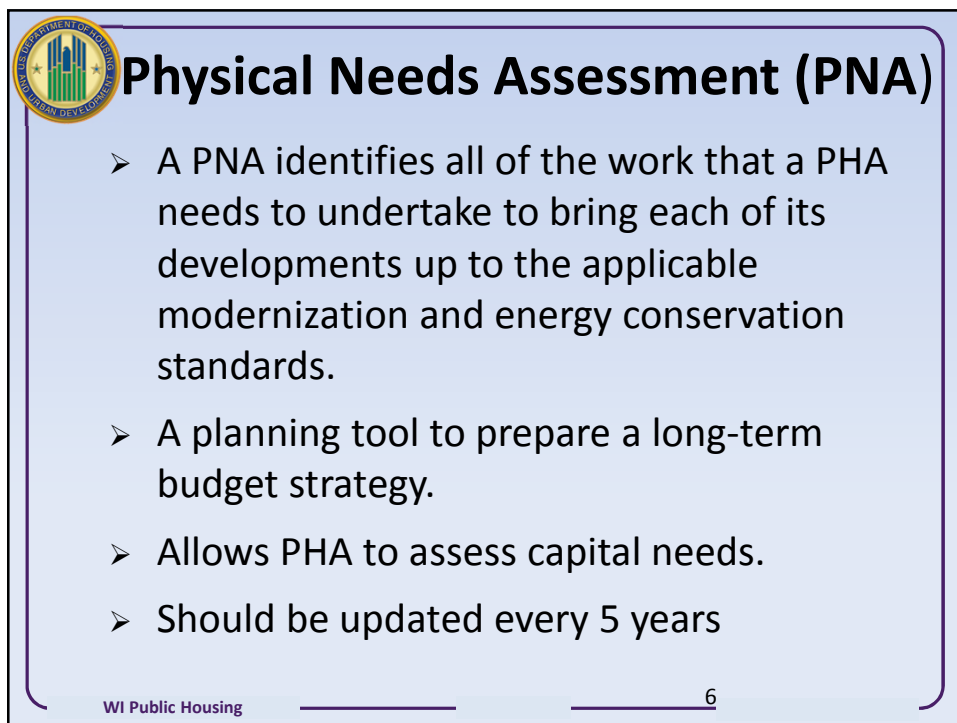
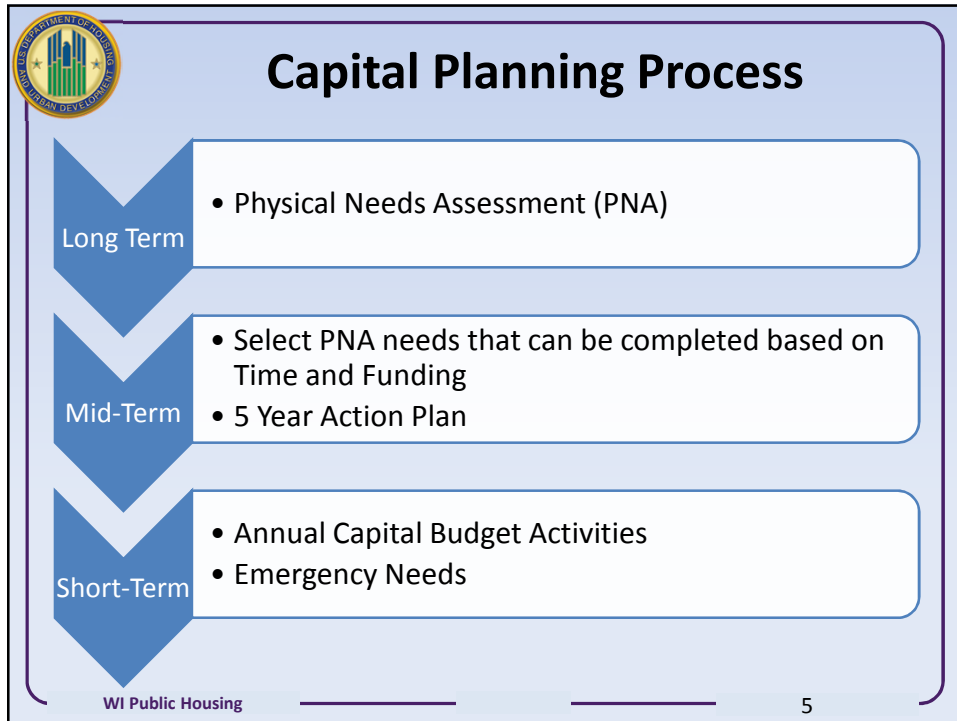
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## Capital Planning Process

- Identify Long-Term needs (Physical Needs Assessment)
- Identify Mid-Term needs
- Prioritize Mid-Term needs & select activities that can be completed based on funds and time (5 Year Action Plan)
- Schedule Selected Capital activities and complete emergency items (Annual Capital Budget)

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## PNA Required

- The requirement to complete a PNA was only prohibited for FY2015
- A PNA is required for ALL PHAs with 250 units or more
- This has been required as part of capital needs process for over 25 years
- In order to receive Capital Fund grants, PHAs will be required to comply with the PNA requirements found in the CFP Final Rule (24 CFR 905.300)

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## PNA Encouraged

- PHAs with fewer than 250 Units are HIGHLY encouraged to conduct a PNA
- PNA is the industry standard way to identify and plan for necessary capital improvements
- PHAs with fewer than 250 Units will not be required to perform a PNA until the issuance of a notice implementing the requirement
- An amendment to the CFP final rule will be published requiring PNAs for all PHAs ... at some point

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## Status of Standardized PNA

- In 2011, HUD issued a proposed rule establishing standards for PNAs – Final Rule has not yet been published
- Proposed rule anticipates that the PNA will be performed once every 5 years and will be coordinated with the Energy Audit
- Standardized GPNA tool is available on Office of Capital Improvements website


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## Why HUD Wants You to Do a Physical Needs Assessment

- Sound management of your capital assets
- Encourage voluntary submission of the PNA Tool
- HUD uses data to identify and analyze capital needs of the Public Housing portfolio
- HUD uses data in submission to Congress on need for Capital Funding


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*I complete the 5 year action plan as required, why should I do a PNA?*

A PNA captures the **TOTAL** needs of a PHA, while the 5-Year Action Plan only includes work items the PHA is **ABLE** to perform **BASED ON FUNDING** it receives.


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## ENERGY AUDIT


- **Proposed Rule - Public Housing Energy Audits**
  - **Proposed Rule, 76 Federal Register 71287 (Nov. 17, 2011)**
    - Would require PHAs to complete an Energy Audit at least once every 5 years for each PHA-owned project.
    - Proposes Energy Conservation Measures (ECMs) PHAs must consider, at a minimum, when performing an energy audit.
    - Energy audits would be integrated with Capital Planning (PNA) per the Energy Policy Act of 2005
    - Evidence of completion of an energy audit every five years is currently an operating fund requirement

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# Public Housing Capital FUND Process

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## Capital Funding Process

- Long Term
  - **5 Year Action Plan** - Submitted in EPIC System
- Annual
  - **Annual Budget Submission** – Submit in EPIC with supporting docs sent to FO
- Close Out
  - CFP Grant Close-Out

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## Hearing Requirements for Capital Budget

- 905.300 PHA must ANNUALLY conduct both:
  - Public Hearing
  - Consult with Resident Advisory Board
- Most provide 45 Day Notice of hearing
- Both hearings may be held in conjunction with the PHA plan hearings

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## 5 Year Action Plan

- 905.300(b)(1) – PHAs must submit a 5 year Action Plan
  - Capital Improvements necessary to ensure long-term viability of the property
  - All capital improvements to be undertaken during 5 year period
  - Estimated Costs
  - Status of the Environmental Review

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## Fixed or Rolling Action Plan

- Fixed plan is for a set 5 year period
- Rolling Plan submits a NEW 5 year Plan every year – the starting year “rolls”
- Most PHAS will do fixed plans – especially smaller PHAs
- Rolling Plan is best when known changes will be occurring
  - New Development
  - Additional Future Funding
  - RAD


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## 5 Year Action Plan

- PIH Notice 2016-21 Requires submission of 5 Year Action Plans in EPIC System
- Phased in based on FYE of PHAs
- For FY18 all PHAs need to submit 5 yr Action Plan in EPIC


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## 5 Year Action Plan

- Prioritizes long-term needs that must be completed in the Mid-Term
- Identifies Capital Needs that can be funded
- Allows Capital Needs to be scheduled based on Funding and Staffing/Contracting


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## Tips for 5 Year Action Plan

- Always include completely rehabbing a unit during turnover in your plan
  - If it happens you don't have to amend your action plan
- Be more detailed than you think you need to
  - Is there going to be LBP/Asbestos or other environmental remediation needed during activity
  - If using force labor identify in description


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## Annual Capital Budget

- PHA does not need to send an Annual Statement/Budget – instead it completes an Annual Statement/Budget in **EPIC** and links it to its grants
- Once a PHA has linked an Annual Statement/Budget to a grant in **EPIC** (with certain exceptions), there is an automated process that will spread the BLIs in LOCCS via a batch routine that takes 1 or 2 days to process. Must be approved by the Field Office.


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## Annual Capital Budget

- Once the FO approves a 5-Year Action plan, the PHA does not have to come back to the FO for:
  - Approval of Annual Statement/Budget
    - PHA can only select **approved** 5 Year Action plan work activities to include in Annual Statement/Budget
    - PHA submits AS/Budget to the system and there is an automatic routine that spreads/updates the BLIs in LOCCS except:
      - Changes in amounts
      - Changes in Years


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## Requirements to Receive Capital Fund Grant

- Validate Project Level Data in PIC
- Have an approved 5 Year Action Plan
- Sign the Capital Fund ACC
- Have a valid and unencumbered DOT or DORC on the PH property
- All PHAs with PH units under an ACC are eligible to receive CFP Grants


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## Eligible Activities for Capital Funds

- 24 CFR 905.200 Defines Eligible Capital Activities
- Must be identified in approved 5 year Action Plan
- OR approved by HUD as an emergency / natural disaster


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## Eligible Activities for Capital Funds

- Eligible Major Categories
  - Modernization
  - Non-Routine Maintenance
  - Financing
  - Development
  - Energy Efficiency


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## Modernization

- Code Compliance
- Safety and Security improvements
- Items not considered routine maintenance
- Vacancy reduction – physical improvements to reduce number of units vacant


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## Non-Routine Maintenance


- Work items that would normally be considered routine maintenance activities but have become substantial due to
  - Postponement
  - Excessive expenditure that would distort trend of maintenance expenditure
    - Such as replacement of obsolete utility systems
    - Obsolete dwelling equipment

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So, how do I determine if it is Modernization/ Non-Routine Maintenance or just plan Routine Maintenance?


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## Determining Capital Item or Maintenance

- Helpfully HUD / PIH does not specifically outline maintenance activities other than regular upkeep and preservation of facilities
- However, CPD Notice 2016-02 does
  - Be advised that CPD 2016-02 only applies to categorizing activities for Environmental Review
  - But – it can be used as a guide to determine capital or maintenance

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## CPD 2016-02

### EXAMPLES OF MAINTENANCE ACTIVITIES vs. REHABILITATION ACTIVITIES FOR ENVIRONMENTAL REVIEW PURPOSES

Feature or System	Maintenance Activities <sup>4</sup>	Rehabilitation Activities <sup>5</sup>
<b>Site</b>	<ul style="list-style-type: none"> <li>• lawn care (litter pickup, mowing, raking), trimming trees and shrubs</li> <li>• snow/ice removal</li> <li>• neighborhood cleanup</li> <li>• application of pavement sealants, parking lot restriping, directional signage or marking for handicapped accessibility</li> <li>• repair of cracked or broken sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>• new landscaping throughout an area</li> <li>• construction of new walkways, driveways or parking areas, or replacement thereof</li> </ul>
<b>Building Exterior</b>	<ul style="list-style-type: none"> <li>• cleaning and fixing gutters and downspouts</li> <li>• repainting previously painted surfaces (including limited wet scraping and low-pressure washing)</li> </ul>	<ul style="list-style-type: none"> <li>• cleaning masonry or stripping painted surfaces by sandblasting, acid wash, or high pressure washing</li> <li>• applying new exterior siding</li> </ul>


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## Financing & Development

- **Financing**
  - Debt financing costs for Development or Modernization
  - Capital Fund Financing Program (CFFP)
- **Development**
  - Activities that add to the development
  - Build new developments
  - Significantly reconfigure existing developments

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## Energy Efficiency

- Energy Audit
- Energy and Water Conservation or Efficiency Measures
- Installation and use of Energy Star Appliances
- Utility and Energy Management Automation

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## Ineligible Cap Fund Activities

- Not related to Public Housing
- Not in 5 year Action Plan
- Not Modest in Design
- Administrative Costs (not associated with capital management)
- Operating Assistance (*>250 PHA no more than 20% - <250 see PIH 2016-18*)
- Security Services
- Supportive Services for PH residents


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## PIH 2016-18 Small PHA Full Flexibility i.e. Putting Capital Grant in BLI 1406

- 24CFR 905.314(1)(2) allows eligible small PHAs to use up to 100% of a CFP grant for OFP Activities (BLI 1406) **if** the PHA does NOT have debt service, significant capital needs or emergency needs.
- Eligible small PHAs must complete a thorough assessment of their capital needs prior to completing the 5-Year Action Plan and accurately reflect those needs in the capital fund submission.


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## Full Flexibility Continued

- The FO may determine significant capital needs by review of CFP 5-Year Action Plan, Physical Needs Assessment, past CFP grant history, REAC Inspections.
- If the FO determines that the PHA has capital needs a revised 5 year Action Plan will need to be submitted by the PHA

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## Full Flexibility Continued

### BLI 1406 Operations


- Funds in BLI 1406 are considered Operating Funds and must be used for eligible expenditures under 24 CFR 990

*What does this mean????*

Funds in BLI 1406 CAN NOT be used for ANY capital activities!

Please don't schedule Capital Grant in BLI 1406 as a way to get around Capital Planning or Environmental Review Requirements


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## Full Flexibility Continued The Flip Side

- Small PHAs may use Operating Funds for eligible CFP activities
  - Must be included in the 5 year Action Plan
  - Eligible uses defined by 24 CFR 905.200
  - Environmental Review requirements apply to these funds

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## Management Improvement

- In order to direct more Capital Funds towards modernization limits placed on this Category
- For FFY18 and later
  - Maximum Allowed is 10%

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## Force Labor

- Labor Employed directly by PHA either permanent employees or temp basis
- Perform Physical Work funded by Cap Fund
- PHA shall conduct a cost benefit analysis to determine cost effectiveness
- Davis-Bacon & Prevailing Wage rates apply to Force Labor work
- Goods and services must be procured in accordance with 2 CFR 200
- Must be identified in the 5 yr Action Plan




## “Fungibility”

- Permits a PHA to substitute any work item from the latest approved Five-Year Action Plan to any CFP Annual Statement
- Rescheduling activities approved in the 5 year action plan to different annual budgets DOES NOT require HUD approval.
- Must have an approved 5 year Action Plan to allow fungibility



# CFP Grant Close Out


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## Capital Fund Obligation / Expenditure

- **Obligation**-PHAs must obligate 90% of grant funds no later than 24 months after grant award
  - Obligation means a commitment has been made to expend funds
    - A proposal is not a commitment
  - Examples:
    - A signed contract to do work
    - A purchase order to buy materials
- **Expenditure**-All funds must be expended no later than 48 months after grant award

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# Capital Fund Grant Closeout

Not being Migrated to EPIC for now

- HUD form 53001-Actual Modification Cost Certificate
- HUD form 50075.1-Annual Statement –
  - Final Performance and Evaluation, Parts I and II
    - **Not sure how this requirement will be filled with everything in EPIC???-More information to follow.**
- Report 100% Obl/Exp in LOCCS
- Ensure EPIC EEM report has been completed
- Mail one copy to Field Office with original signatures

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# Capital Fund Grant Closeout, continued

- HUD form 53001-Actual Modification Cost Certificate

Audit Question

**Actual Modernization Cost Certificate** U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0157 (exp. 01/31/2017)

**Capital Fund Program (CFP)**

Public reporting burden for the collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and reviewing and making the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0192-0102), Washington, DC 20543-0002. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

Do not send this form to the above address.

The recipient of this report must send each housing authority (HA) submit information to ensure HUD is aware the task closed project. The information for recipient of this report must be sent to the grant. It may be the grantee who closed out the information in reports of each certification and must appear in responses to the collector are required a regulator. The information requested does not need to be certified.

PHA Name: \_\_\_\_\_ Modification Project Number: \_\_\_\_\_

The PHA hereby certifies to the Department of Housing and Urban Development as follows:

- That the total amount of Modernization Cost shown under the "Actual Modernization Costs" of the Modernization Grant, is as shown below:
 

A. Funds Approved	\$ _____
B. Funds Disbursed	\$ _____
C. Funds Expended (Actual Modernization Costs)	\$ _____
D. Amount to be Recaptured (A-C)	\$ _____
E. Excess of Funds Disbursed (B-C)	\$ _____
- That all modernization work in connection with the Modernization Grant has been completed;
- That the entire Actual Modernization Cost or liability transfer received by the PHA have been fully paid;
- That there are no uncharged mechanics', laborers', contractors', or subcontractors' liens against such modernization work on the any public office where the same should be filed in order to be valid against such modernization work;
- That the time in which such liens could be filed has expired; and
- That for any years in which the grantee is subject to the audit requirements of the Single Audit Act, 31 U.S.C. § 7501 et seq, as amended, the grantee has or will perform an audit in compliance with said requirements.

7. Please mark one:

A. This grant will be included in the PHA's next fiscal year audit per the requirements of the Single Audit Act.

B. This grant will not be included in the PHA's next fiscal year audit per the requirements of the Single Audit Act.

Responsible for the information stated herein, or will be any information provided in the accompanying reports to the HUD 2017-2020 funding, not all provide the same and otherwise. Operator may need to ensure error and parties. (U.S.C. 105, 1016, 1012, 31 U.S.C. 3726, 3602)

Name & Title of Authorized Signatory (Type or print clearly): \_\_\_\_\_

Signature of Executive Director (or Authorized Designee): \_\_\_\_\_ Date: \_\_\_\_\_


Printed Name: \_\_\_\_\_

The Cost Certificate is approved for audit (if box 7A is marked):  Approved for Audit (Director, Office of Public Housing) Date: \_\_\_\_\_

The costs shown above agree with HUD verified costs (if box 7A or 7B is marked):  Approved: (Director, Office of Public Housing) Date: \_\_\_\_\_

Form HUD-53001 (05/01)  
replaces HUD Form 7-83


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# EPIC

## A QUICK REVIEW


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## Access to EPIC

- [EPICHelp@HUD.GOV](mailto:EPICHelp@HUD.GOV) is the primary way at this point
- Field Office staff – La Verne Butler
- REAC TAC
- Must already have Secure Systems Access

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## Getting Access to EPIC

- PHA staff person will need to provide the following information:
  - “M” number
  - Location – city, state
  - Phone number
  - Email address
  - PHA – name and code
  - Type of user:
    - Staff person
    - ED or other person deputized to submit 5 Year Action Plans
- CC your FO specialist when you email

**EPICHelp**

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## [EPICHelp@HUD.GOV](mailto:EPICHelp@HUD.GOV)

- Send email to [EPIChelp@HUD.gov](mailto:EPIChelp@HUD.gov)
  - Include your M ID number
  - PHA Code
  - Phone Number
  - Include FO Specialist Info (Name, Office, email & phone #)

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# Activity Planning Module

- 5 year Action Plan is entered in the Activity Planning Module

**Energy and Performance Information Center (EPIC)**  
H49419, Welcome back!

Home | Core Activity/Energy Module | Development of New Housing | **Activity Planning** | HPI/APR | SF425 | EPC | PMA | Dashboard | Reports | User and Group Tools

5-Year Action Plan | Annual Statement/Budget/P&E

**AP1 » Home Page - Activity Planning Module**

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 X hours per annum per respondent.


This page provides links to the 5-Year Action Plan and Annual Statement/Budget/P&E reports. The 5-Year Action Plan link will provide access to all action plans that have been completed and approved or that are still in progress. The Annual Statement/Budget/P&E link will provide access to all grant awards that have been created and completed or are still in progress.

**Activity Planning Functions**

[5-Year Action Plan](#)

[Annual Statement/Budget/P&E](#)

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# Fixed or Rolling Plan

**SYAP2 » 5 Year Action Plan Details for [redacted] Housing Authority -2016 to 2020.**

Please use the form below to enter 5 Year Action Plan Details.

**5 Year Action Plan Details**

1. Type of Plan:  Fixed Plan  Rolling Plan

2. Fiscal Year End: 06/30

3. 5 Year Action Plan Starting Year: **2016**


**This is the start year of the fixed plan under which the PHA is currently operating and under which at least 2 years remain.**

**4. Estimated Amounts by Plan Year**

Year 2016:	<b>0</b>
Year 2017:	123,456
Year 2018:	123,456
Year 2019:	123,456
Year 2020:	123,456
<b>Total Estimated 5 Year Action Plan Amount:</b>	<b>\$493,824.00</b>

**PHAs only need to enter work activities for the remaining years of the plan. PHAs should enter an Estimated Amount of "0" in years for which work activities won't be entered.**


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## Work Activities

- Equivalent to rows in the old paper version of 5 yr Action Plan and Annual Statement
- Can be a capital project, contract, or other eligible capital fund activity
- Must provide work activity description
  - Detailed Summary
  - Identify Development (if scattered/multiple site should include address)
  - Identify Work Category(ies)

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## Work Activities

SYAP4 » HOUSING AUTHORITY OF THE CITY OF [redacted] » Add Work Activity ?

A brief description of work activity detail.

[Go back to Plan Details](#)

**Piggy Bank**

Work Activity Cost			
Year	Estimated	Consumed	Balance
2017	\$100,000.00	\$0.00	\$100,000.00
2018	\$100,000.00	\$0.00	\$100,000.00
2019	\$100,000.00	\$0.00	\$100,000.00
2020	\$100,000.00	\$0.00	\$100,000.00
2021	\$100,000.00	\$0.00	\$100,000.00
<b>Total</b>	<b>\$500,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>

**Work Activity Information**

1. **Title:**

2. **Description:**

3. **Cost:**


4. **Projected Year:**

**Affected Developments/AMPs** [\(Click to Expand\)](#)

**Component Categories from PNA** [\(Click to Expand\)](#)

**Work Categories** [\(Click to Expand\)](#)


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## Work Activities

- If using Force Labor must identify in the description
- Must only Associate ONE BLI with each work activity
  - However, you can select multiple subcategories under each BLI
- Must provide sufficient specificity to facilitate effective HUD Field Office review of the plan, including enabling the Field Office to assess the level and type of environmental review required (more on this later)

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## New Budget Line Items

Line Item	Name
0100	Reserved Budget
0110	Initial Budget
1406	Operations
1408	Management Improvement
1410	Administration
1411	Audit Cost
1430	Fees & Costs
1440	Site Acquisition
1450	Site Improvement
1460	Dwelling Structures
1465	Dwelling Equipment
1470	Non-Dwelling Structures
1475	Non-Dwelling Equipment
1485	Demolition
1490	Replacement Reserve
1492	Moving To Work Demonstration
1495	Relocation Costs
1499	Development Activity
1500	Indian Housing Grants
1501	Collateral Exp / Debt Srvc
1502	Contingency
1503	RAD-CFP
1504	RAD Investment Activity
9000	Debt Reserves
9001	Bond Debt Obligation
9002	Loan Debt Obligation
9900	Post Audit Adjustment

Line Item	Name
1406	Operations
1408	Management Improvement
1410	Administration
1480	General Capital Activity
1492	Moving To Work Demonstration
1501	Collateral Exp / Debt Srvc
1503	RAD-CFP
1504	RAD Investment Activity
9000	Debt Reserves
9001	Bond Debt Obligation
9002	Loan Debt Obligation
9900	Post Audit Adjustment

*Figure 7: Table Displaying Former and New Budget Line Item Structures*


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## Work Activity Descriptions

- That specificity thing I mentioned earlier
- Descriptions need to contain enough detail so that someone (RE, FO, etc) can determine
  - What EXACTLY is being done
  - Who is doing it (contractor / forced labor)
  - Where is the work being done
  - Any remediation of environmental hazards


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## Work Activity Descriptions

- Most important, this is the document that determines the level of Environmental Review Required
- Whoever completes your Environmental Review should only have to use the 5 yr Action Plan
- Your Responsible Entity should use your Action Plan to determine the correct Environmental was conducted


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## Piggy Bank

- The Piggy Bank must be zero'd out for a correct submission of the Action Plan
- Each year balance must be zero
- Total balance must be zero

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## Piggy Bank



**Piggy Bank**

Year	Work Activity Cost		
	Estimated	Consumed	Balance
2015	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00
2017	\$207,049.00	\$207,049.00	\$0.00
2018	\$210,000.00	\$210,000.00	\$0.00
2019	\$215,700.00	\$215,700.00	\$0.00
<b>Total</b>	<b>\$632,749.00</b>	<b>\$632,749.00</b>	<b>\$0.00</b>


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## Submitting Action Plan

- Once all years of plan have allocated 100% anticipated funding to Work Activities
- Only One BLI is associated with each work activity
- Piggy Bank is balance of zero
- Once submitted to the FO the PHA will not be able to make changes or unsubmit
- FO may unsubmit back to draft status


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## Annual Budget

- Annual Budget is prepopulated from the FO Approved 5 Year Action Plan
- Fungibility allows PHA to move approved items from different years
- Need to update CFP funding to actual amount awarded
- Not able to access years CFP Grant until Annual Statement/Budget Submitted


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## RESOURCES

- The EPIC Application: [https://portalapps.hud.gov/app\\_epic/ceemp.do?cmd=doInit](https://portalapps.hud.gov/app_epic/ceemp.do?cmd=doInit)
- The EPIC Public Site: [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/capfund/epic](https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/epic)
- Here's a link to a recent training video on EPIC: <https://www.youtube.com/watch?v=4FgyflyPvcs&feature=youtu.be>

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## EPIC RESOURCES

### Weekly EPIC Calls

- Mondays & Wednesdays at 1pm CST
- Overview of entering EPIC
- Can work One on One with issues
- Good way to learn
- To get number and link to Skype contact your specialist
- Please let your specialist know if you are calling in with questions

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## Office of Capital Improvements Public Website:



HUD.GOV  
U.S. Department of Housing and Urban Development  
Secretary Ben Carson

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HUD > Program Offices > Public and Indian Housing > PHI > Public Housing > Office of Capital Improvements

The PHI Office of Capital Improvements administers the Capital Fund. The Capital Fund annually, to Public Housing Agencies (PHAs) for the development, financing, and management improvements and for management improvements. The funds may not be improvements, direct social services, cost funded by other HUD programs, and not determined by HUD on a case-by-case basis. [Learn more about us...](#)

**Highlights**

- NEW! 2017 Capital Fund Processing Information: The 2017 Capital Fund ACC Amendments have. Please note that the process for relieving ACCs is the same as it was in 2016.
- NEW! ENERGY PERFORMANCE AND INFORMATION CENTER (EPIC) - ACTIVITY PLAN

Implementation Notice: PH Notice 2016-21 modifies the submission process for Capital Year Action Plans (YAPs) and Budgets (formerly referred to as Annual Statements). Public with their YAPs and Budgets on or after March 31, 2017, are required to submit their YAPs and Budgets to the HUD's Energy Performance and Information Center (EPIC) system. The submission process will require the current paper submission process. This notice provides guidance related to the transition.



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U.S. Department of Housing and Urban Development  
Secretary Ben Carson

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### 2017 CAPITAL FUND PROCESSING INFORMATION

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**Highlights**

The 2017 Capital Fund Program ACC amendments are now available below, along with the Letter to Executive Directors, a Timeline of Key Dates and Additional Processing Guidance.

- 2017 Letter to Executive Directors
- 2017 Capital Fund Program Timeline
- 2017 Capital Fund Processing Guidance for PHAs (MS Word)
- 2017 Formula Funding by Development (MS Excel)
- 2017 ACC Amendments (MS Excel) - The process for relieving ACCs is the same as it was in 2016. Once you open the ACC Amendments Fund in the above, please view these instructions.

INDIAN HOUSING


ONAP ensures that safe, decent and affordable housing is available to Native American families and creates economic opportunities for Tribes and Indian housing residents.

[LEARN MORE](#)

Housing Choice Voucher

Office of Capital Improvements Website:  
[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/capfund](https://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund)

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## EPIC RESOURCES


- User Manual for the Activity Planning Module
- Capital Fund Guidebook
- PIH Notice 2016-21-EPIC User Manual-Energy Efficiency Measures (EEM) and Activity Planning Module
- 24 CFR Part 905- PH Capital Fund Program
- PIH Notice 2016-18: Guidance on Full Flexibility for Small PHAs

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# Public Housing and Labor Standards


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## PHA Factors of Applicability

For properties subject to a conventional Annual Contributions Contract, construction, rehabilitation, and maintenance work are covered by some type of prevailing wage to all maintenance laborers and mechanics engaged in the operation of low-income housing projects (Section 12(a) of the US Housing Act of 1937).


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## PHA Factors of Applicability

- ✓ Routine Maintenance
- ✓ Non-Routine Maintenance
- ✓ Development (Davis-Bacon)


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## Routine Maintenance

- Work that involves the regular upkeep and preservation of buildings, grounds, and facilities
- Routine maintenance wage rates are determined or adopted by HUD
- Applicable to all laborers and mechanics engaged in covered work, including force account, contractors, temporaries, residents


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## PHAs ARE REQUIRED TO ... (Routine and Non-Routine Maintenance)

- Ensure **ALL** maintenance laborers and mechanics are paid a prevailing wage
- Create and maintain documents demonstrating compliance
- Ensure permissible deductions as allowed by law or regulation


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## Routine Maintenance Determining the Wage Rates

- Agencies collect local wage data (Collective Bargaining Agreement, wage surveys) and submit HUD 4750 to Labor Relations on an annual basis
- Labor Relations reviews and works with HA to determine the Maintenance Wage Rate Determination
- A HUD 52158 is issued for all work classifications (force account and anticipated contracts)


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## Development (Davis-Bacon)

- New construction
- Reconstruction
- A substantial improvement in the quality or kind or original equipment and materials
- Remodeling that alters the nature or type of housing units falls within the purview of “development”


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## DEVELOPMENT WAGE RATES

- DB wages determined by DOL
- Agency gets DB rates online or from HUD OLSE
- Applicable to all laborers and mechanics engaged in covered work, including force account, contractors, temporaries, residents
- CWHSSA applies to contractors after 40 hours

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## OBTAINING DB-WAGE DECISIONS



Providing public access to federal wage determinations and related information.

- Go On-line at: [www.wdol.gov](http://www.wdol.gov)

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## CHARACTER OF CONSTRUCTION


RESIDENTIAL

- Single family houses, townhouses
- Apartment buildings less than 5 stories

BUILDING

- Sheltered enclosures for the purpose of housing persons, machinery, and equipment
- Apartment buildings more than 4 stories
- Commercial buildings

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## HUD Section 3

The **Section 3** program requires that recipients of certain HUD financial assistance, to the **greatest extent possible**, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods

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## Section 3 Applicability

- Include all contractors and subcontractors
- Includes
  - Capital Funds
  - Operating Funds
  - Development Funds
- Section 8 HCV only PHAs exempted


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## Section 3

- **Section 3 Resident**
  - Public Housing Resident
  - Low and very low-income person residing in county which Section 3 work is expended
- **Section 3 Business**
  - 51%+ owned by Section 3 residents
  - 30%+ FT employees are Section 3 residents
  - Provide evidence to subcontract 25%+ of award to business concerns that meet qualifications of Section 3 Business

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## Section 3 Resources

- [www.hud.gov/section3](http://www.hud.gov/section3)
- [section3@hud.gov](mailto:section3@hud.gov)
- Regional Section 3 Contact:
  - Stacy Sias
  - Chicago FHEO Regional Office
  - 312-913-8402
  - stacy.sias@hud.gov

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## Public & Indian Housing One-Stop Tool (POST)

- [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/post](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/post)



Secretary Shaun Donovan

HOME | PRESS ROOM | **HOMEOWNER HELP** | STATE INFO | PROGRAM OFFICES | TOPIC AREAS | ABOUT HUD | RESOURCES | CONTACT US

PH Home | About PH | **PH One-Stop Tool** | Public Housing | Operating Fund | CapFund | Choice Neighborhoods | HOPE VI | Online Systems | Housing Choice Vouchers | Rental Housing Integrity Improvement Project | Real Estate Assessment Center | Grants | Library

HUD > Program Offices > Public and Indian Housing > PH One-Stop Tool (POST) for PHAs

**Public and Indian Housing One-Stop Tool (POST) for PHAs** Print Friendly Version SHRE

DELIVERING TOGETHER

Welcome to POST, a new one-stop tool for PHAs! This web page is designed to serve as a reference tool for PHA staff to obtain quick access to PH systems, tools, training opportunities, program requirements, commonly used external websites, PH contacts, and much more! If you have recommendations for enhancements to POST or if you are having difficulty accessing web pages, then we want to hear from you! Please email us at [POSTforPHAs@hud.gov](mailto:POSTforPHAs@hud.gov).

PH A-Z Index - Calendar of Due Dates - News-to-Use

Public Housing Customer Service Center: (800) 955-2232 or email

<b>PUBLIC HOUSING PROGRAM</b> <ul style="list-style-type: none"> <li>Asset Management</li> <li>Capital Fund</li> <li>Development</li> <li>Operating Fund</li> <li>PHAS (Public Housing Assessment System)</li> <li>Procurement Handbook</li> <li>Public Housing Occupancy Guidebook</li> <li>Uniform Physical Condition Standards (UPCS)</li> <li>More...</li> </ul>	<b>SYSTEMS</b> <ul style="list-style-type: none"> <li>Energy and Performance Information Center (EPIC)</li> <li>Enterprise Income Verification (EIV)</li> <li>Financial Assessment Subsystem (FAS)</li> <li>Line of Credit and Control System (LOCCS)</li> <li>Physical Assessment Subsystem (PASS)</li> <li>Public and Indian Housing Information Center (PIC)</li> <li>Systematic Alien Verification for Entitlements Program (SAVE)</li> <li>Voucher Management System (VMS)</li> <li>More...</li> </ul>
<b>HOUSING CHOICE VOUCHER PROGRAM</b> <ul style="list-style-type: none"> <li>Administrative Plan</li> <li>Fair Market Rents</li> <li>HCV Occupancy Guidebook</li> </ul>	<b>TOOLS</b> <ul style="list-style-type: none"> <li>Acronyms</li> <li>Forms</li> <li>Guidebooks</li> </ul>

**Indian Housing**

ONAP ensures that safe, decent and affordable housing is available to Native American families and creates economic opportunities for Tribes and Indian housing residents.

[LEARN MORE](#)

**Housing Choice Voucher**


Housing Choice Vouchers allow very low-income families to choose and lease or purchase safe, decent, and affordable privately-owned rental housing.

[LEARN MORE](#)

**Public Housing**

Providing decent and safe rental housing for eligible low-income families, the elderly, and persons with disabilities.






## Where am I?

- The official place to retrieve any Federal Regulation is:
  - [www.ecfr.gov](http://www.ecfr.gov)
- The official place to retrieve any PIH Notice is:
  - [https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/notices/pih](https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/notices/pih)


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## Handbooks, Guidebooks, Websites

- Capital Fund Guidebook
- 24 CFR Part 905-Use of Public Housing Capital Funds for Financing Activities: Final Rule
- Guidebook 7510.1G-Finance Accounts Guidebook
- PIH Notice 2016-21-EPIC User Manual-Energy Efficiency Measures (EEM) and Activity Planning Module


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## Handbooks, Guidebooks, Websites, continued

- PIH Notice 2010-41: Using Energy Star to Promote Energy Efficiency in Public Housing
- PIH Notice 2016-18: Guidance on Full Flexibility for Small PHAs


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## Handbooks, Guidebooks, Websites, continued

- Guidebook 7510.1G-Finance Accounts Guidebook
- HUD Handbook 7460.8, REV 2, dated 2/2007-Procurement
- 2 CFR § 200



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## Handbooks, Guidebooks, Websites, continued

- **24 CFR § 58**
- HUD Exchange for environmental reviews is:
  - <https://www.hudexchange.info/programs/environmental-review/>
- HUD Exchange for environmental training is:
  - <https://www.hudexchange.info/trainings/wiser/>
- **Notice CPD 16-02:** Guidance for Categorizing an Activity as Maintenance for Compliance with HUD Environmental Regulations, 24 CFR Parts 50 and 58

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Unanswered Questions

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