

**Guidance on CY 2019 Operating Fund Grant Eligibility Validation Report
(eligibility as of 9/5/2019) and How to Request for Corrections
When Eligibility Submissions Have Errors**

1. This guidance relates to the CY 2019 Operating Fund (OpFund) Grant Validation Eligibility Report (eligibility as of September 5, 2019) published on the OpFund Processing webpage (see web-link below). The guidance is based on FORM HUD-52723 Operating Fund Calculation of OpFund project level submissions by PHAs through Field Offices (FOs) and shown in the Financial Management Division's (FMD's) Eligibility Validation Report as of September 5, 2019. The reported eligibility is based on FORM HUD-52723s received and processed to date and includes all new and existing projects to be funded for the calendar year using 2019 Appropriations. The eligibility in this report will be used to make final obligations for 2019 including any adjustments to the 12 months cumulative funding for projects. This report is the PHA's last opportunity to address errors as qualified below.

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/of/opfnd2019

2. PHAs should review the Eligibility Validation Report worksheet located on the OpFund Process webpage (see web-link above) to confirm that the eligibility shown is accurate. Where PHAs identify issues with the eligibility, if the issues meet the criteria below, **the PHA should email their local FOs immediately but no later than September 20, 2019. FOs must submit corrections to FMD by September 27, 2019.**
 - (i) Where eligibility is overstated, PHAs **must** contact their local FO and requests that a correction be made, transmitting the correct version of the FORM HUD-52723 and FORM HUD-52722; ensuring that the UEL and EUMs in both tools match.
 - (ii) Where eligibility is understated, PHAs may request correction only if at least one of the two criteria below is met:
 - (a) The PHA submitted a revision request on or prior to August 1, 2019 as stipulated in Notice PIH-2018-23, but the revised eligibility is not shown in the report.
 - (b) The understatement in eligibility was caused by a HUD error (e.g. either a change to the FORM HUD-52723 or FORM HUD-52722 or inaccurate guidance or direction). The PHA must be able to document the HUD error.
3. Requests for changes must be accompanied by the appropriate supporting documentation: that is, proof that the PHA complied with the August 1, 2019 deadline, evidence that changes are needed due to HUD errors, or both. Correct versions of the FORM HUD-52723 or FORM HUD-52722 must also be sent to the local FO. The local FO will review the requests (and supporting documentation) submitted by PHAs to ensure that they are valid: that is, the PHA complied with the August 1, 2019 deadline, evidence that changes in the amount of OpFund Grant eligibility are needed due to HUD errors, or both; or eligibility is overstated. If none of these conditions are met, the FO should reject the request. However, if one of the conditions is met, the FO should review the request and email notification to FMD as to whether they accepted or rejected the request, including the correct FORM HUD-52723, FORM HUD-52722, and supporting documentation.