



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

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**Special Attention of:**

Regional Directors; Field Office Directors;  
Hub Directors of Public Housing;  
PIH Program Center Directors; and  
Public Housing Agencies

**Notice PIH 2004-10 (HA)**

Issued: June 1, 2004

Expires: June 30, 2005

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**Subject: Certification Reviews of Public Housing Agencies by the Office of Public and Indian Housing**

1. **Purpose.** This notice is to inform you of the Department's intention to begin a series of certification reviews of public housing agencies (PHAs). These reviews will seek to confirm the accuracy and veracity of items to which PHAs have self-certified in their Public Housing Assessment System (PHAS) assessments. The Department will issue a score of zero (0) to any self-certified item on the PHAS that cannot be verified by supporting documentation and/or other appropriate evidence.
2. **Description.** The PHAS permits PHAs to certify to numerous elements related to the management and operation of public housing. It is of great concern to the Department that PHAs take every possible precaution to ensure that these self-certifications are accurate, truthful, and demonstrable. These elements include, but are not limited to:
  - A review of the exigent health and safety deficiencies identified during the Office of Public and Indian Housing Real Estate Assessment Center (PIH-REAC) physical inspection to ensure that they were abated/corrected within 24 hours as per a PHA's certification;
  - A review of a PHA's systems used to support its unaudited financial submission;
  - A review of a PHA's supporting documentation for the items it certified to under the management operations indicator, including:
    - a. Vacant unit turnaround time;
    - b. Capital Fund;
    - c. Work orders;
    - d. Annual inspection of dwelling units and systems;
    - e. Security; and
    - f. Economic self-sufficiency program(s);

- A review of a PHA's supporting documentation and/or other empirical evidence for its resident survey implementation plan and follow-up plan, if applicable; and
  - An Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments and Non-Profit Organizations, certification review will be conducted by PIH-REAC to verify the documents supporting the PHAS certifications and the verification of the results of the testing that the PHA's certified public accountant is to perform during the annual financial statement audit. Procurement compliance issues will also be reviewed in accordance with 24 CFR Part 85.36, as applicable.
3. **Scope.** Each Hub Office will conduct a minimum of five on-site certification reviews annually of PHAs within the jurisdiction of each Hub Office beginning with federal fiscal year 2005; and PIH-REAC will conduct a minimum of five OMB Circular A-133 certification reviews annually beginning with federal fiscal year 2004.
  4. **Follow Up.** If a PHA cannot provide supporting documentation and/or other appropriate evidence that verifies its certifications, the PHA's individual indicator scores and overall PHAS score will be lowered. Other appropriate sanctions may also be taken, if warranted.

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Michael Liu, Assistant Secretary  
for Public and Indian Housing