



**A. FDS Submission Period and Type**

<b>A1</b>	<b>FYE Date:</b>	<b>12/31/2011</b>
<b>A2</b>	<b>Submission Type:</b>	<b>Unaudited/Non-A-133</b>

**Notes**

Use your most recent audited or unaudited Financial Data Schedule (FDS) approved by FASS as of one week later than the date of the Notice. Must be from one of the following FYE periods: 12/31/11, 9/30/11, 6/30/11, 3/31/11, 12/31/10, 9/30/10 or 6/30/10.

**B. Operating Reserves**

Use the fields below to calculate Operating Reserves, based on the FDS for the submission period and type identified in Section A. Be sure to include data from all reported projects, including mixed finance projects and the "other projects" column. See PIH Notice 2011-55 for more background on operating reserves and the allocation adjustment process.

Line	Description		Notes
<b>B1</b>	Cash - Unrestricted	\$465,000	Balance Sheet Line 111
<b>B2</b>	Cash - Tenant Security Deposits	\$32,000	Balance Sheet Line 114
<b>B3</b>	Total Receivables, Net of Allowances for Doubtful Accounts	\$3,000	Balance Sheet Line 120
<b>B4</b>	Investments - Unrestricted	\$0	Balance Sheet Line 131
<b>B5</b>	Prepaid Expenses and Other Assets	\$20,000	Balance Sheet Line 142
<b>B6</b>	Inter Program Due From	\$0	Balance Sheet Line 144
<b>B7</b>	Assets Held for Sale	\$0	Balance Sheet Line 145
<b>B8</b>	<b>Sum (Line B1 through Line B7):</b>	<b>\$520,000</b>	
<b>B9</b>	Total Current Liabilities	\$90,000	Balance Sheet Line 310
<b>B10</b>	Current Portion of Long-term Debt - Capital Projects/Mortgage	\$0	Balance Sheet Line 343
<b>B11</b>	<b>Line B9 minus Line B10:</b>	<b>\$90,000</b>	
<b>B12</b>	<b>Operating Reserve (Line B8 minus Line B11):</b>	<b>\$430,000</b>	

**C. Operating Reserves Adjusted for 2012 Allocation Adjustment**

Use the fields below to adjust the Operating Reserves (line B12) downward to account for the CY 2012 allocation adjustment. Where the PHA had an approved exclusion request AND subsequently revised the financial statements in Section A to account for some or all approved amounts, the fields below will also adjust the approved exclusion request downward. See PIH Notice 2011-55 for background on the entire CY 2012 allocation adjustment process.

Line	Description		Notes
<b>C1</b>	Minimum Operating Reserves Threshold	\$435,000	Enter Minimum Operating Reserves Threshold, equal to: - For PHAs with 250 or more units: 4 months of Monthly Formula Expense or \$100,000, whichever is greater - For PHAs with 249 or less units: 6 months of Monthly Formula Expense or \$100,000, whichever is greater
<b>C2</b>	Operating Reserves	\$430,000	Line B12, calculated above.
<b>C3a</b>	Amount of Exclusion Request Approved by HUD	\$100,000	For PHAs that submitted an appeal (exclusion request), enter the total amount approved by HUD. For PHAs that did not submit an appeal, or whose appeal was denied by HUD in its entirety, enter \$0.
<b>C3b</b>	Amount of Approved Exclusion Request already addressed by corrections to the FDS	\$0	Of the total on Line C3a, the PHA may have previously revised their financial statements to remove Category 1 amounts from the operating reserves. If so, record those Category 1 amounts in line C3b.
<b>C3c</b>	Adjusted Amount of Approved Exclusion Request	\$100,000	Line C3a minus Line C3b. The approved exclusion request is reduced by Category 1 amounts that the PHA has already removed from their operating reserves, via prior revision to financial statements.
<b>C4</b>	Operating Reserves net of Adjusted Approved Exclusion Request	\$330,000	Line C2 minus Line C3c. Except for Category 1 amounts in C3b, the PHA's current operating reserves have not been adjusted for approved exclusion requests. Line C4 reduces operating reserves appropriately.
<b>C5</b>	2012 Allocation Adjustment	\$2,500	The amount of allocation adjustment calculated by HUD for your PHA.
<b>C6</b>	Post-Adjustment Operating Reserves	\$327,500	Line C4 minus Line C5. Equals PHA's operating reserves level at the end of the submission period from Section A, after adjusting for approved exclusion requests and for 2012 allocation adjustment. (Note: result could be less than zero.)



**D. Eligibility for Hardship Funding**

Use fields below to calculate the amount of hardship funding the PHA will be eligible for, based on values entered in Sections B and C above.

Line	Description		Notes
D1	Post- Adj. Op. Reserves below \$0	\$0	a. If line C6 is greater than or equal to \$0, enter \$0. b. If line C6 is less than \$0, enter the absolute (positive) value of line C6.
D2	Difference (gap) between Post-Adj. Op. Reserves above \$0 and the Min. Op. Reserves Threshold	\$107,500	a. If line C6 is greater than or equal to line C1, enter \$0. b. If line C6 is less than \$0, enter line C1. c. If line C6 is greater than \$0 but less than line C1, subtract line C6 from line C1 and enter the result.
D3	<u>PRIORITY 1 Eligibility</u> Post-Adj. Op. Reserves Less than \$0, capped by Allocation Adjustment	\$0	a. If line D1 is greater than or equal to line C5, enter C5 here, Enter \$0 on line D4. b. If line D1 is less than C5, enter line D1 here. Subtract line D1 from line C5 and enter the result on line D4.
D4	Unused Allocation Adjustment Amount	\$2,500	The amount of the CY 2012 allocation adjustment (line C5) cap left-over after accounting for Priority 1 needs.
D5	<u>PRIORITY 2 Eligibility</u> Post-Adj. Op. Reserves Gap above \$0 but less than Min. Op. Reserves Threshold, capped by Allocation Adjustment	\$2,500	a. If line D2 equals \$0, enter \$0. b. If line D4 equals \$0, enter \$0. c. If line D2 is less than or equal to line D4, enter line D2. d. If line D2 is greater than line D4, enter line D4.
D6	<u>TOTAL Eligibility</u> Priority 1 Eligibility + Priority 2 Eligibility	\$2,500	Line D3 + Line D5. This is the total amount of hardship funding the PHA is potentially eligible to receive. The actual amount of hardship funding the PHA receives will be dependent on the hardship funding eligibility for all PHAs, relative to the \$20 million available for hardship funding.