



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-3000

OFFICE OF ADMINISTRATION

JUN 29 2004

MEMORANDUM FOR: Carolyn Federoff, President, National Council of
HUD Locals 222

FROM: *for* Priscilla A. Lewis, Chief, Labor Relations Branch,
ARHLL

SUBJECT: FY 2004 Full-Time Equivalent (FTE) Survey

In accordance with Article 3, Section 3.08, of the HUD/AFGE Agreement, attached is an advance copy of the Office of Chief Financial Officer FY 2004 FTE Survey. As part of the annual financial statement audit, HUD must allocate certain salary and administrative costs to HUD's major programs and activities in order to comply with Federal cost accounting standards and satisfy audit requirements. The purpose of the survey is to obtain a reasonable estimate of FTE time spent on major HUD programs. On Wednesday, June 30, 2004, this survey will be electronically distributed to a random sample of HUD's FTEs population at their HUD e-mail address.

Employee participation in completing the survey is voluntary. Accordingly, there is no adverse impact on the bargaining unit.

If you have any questions regarding the survey, please contact Deborah Swann at (202) 708-1492.

Attachment

cc:
Edward Eitches, Chairperson, Headquarters
Perry Casper, Portland, Oregon
James Lee, Richmond, Virginia
Marinella Murillo, San Antonio, Texas
Lisa Lowery, Knoxville, Tennessee
Sherry Norton, Jacksonville, Florida

Dear Selected HUD Employee,

The purpose of this e-mail is to request your participation in a survey to help HUD comply with the FY 2004 financial statement audit requirements. Your name has been selected as part of a random sample of HUD employees to provide information vital to maintaining compliance with Federal cost accounting standards. Your prompt participation and response to the survey below is greatly needed and appreciated.

As part of the annual financial statement audit and to comply with Federal cost accounting standards, we must allocate certain Department costs to HUD's major programs. A key tool we use in completing this allocation is a survey of a sample of HUD's Full-Time Equivalents (FTEs). Survey results provide a reasonable estimate of relative FTE time devoted to HUD's major programs. We have designed a survey that is easy to complete, yet provides the information we need to perform the allocation. As HUD auditors require a high response rate to this survey, your prompt response is essential to HUD's ability to meet audit deadlines. It is very important that you complete this questionnaire fully and accurately to ensure validity of survey results and the related analysis. Completion of the survey should take no longer than 5-10 minutes.

Please **ESTIMATE**, as accurately as possible, the relative **percentage** of time you devoted during Fiscal Year 2004 (for the period October 1, 2003 through June 30, 2004) to one or more of the 17 major programs and activities listed in the survey. Please include in your estimates, any time spent corresponding by e-mail or phone, in meetings, traveling, or other activities. You need only enter percentage values for the appropriate programs. You are not required to specify the task you performed, only the program/activity to which you devoted your time. You need not enter percentage values for all programs - - only for those with which you were associated, but you must account for **all** of your time (**total must equal 100%**). We have included an "All Other HUD Activities Category" for those tasks, which can not be assigned to one or more programs/activities. Respondents submitting estimates totaling less than 100% will receive a follow-up request to correct their estimates.

The 16 line items in the survey correspond with the reporting segments required in HUD's financial statements. In the survey, these are grouped into four general categories:

- FHA/Housing;
- Public and Indian Housing;
- Community Planning and Development;
- Other HUD Activities.

Individual survey responses will be provided only to the auditors strictly as validation of our survey and analysis methods and sampling techniques. Responses will not be distributed anywhere else within the Department.

Please complete the questionnaire below according to the following steps and return it to Ash Khanna by COB, Tuesday, July 13, 2004. Please follow all the steps carefully and in order. If you have any questions, or experience any difficulty in responding, please contact Ash Khanna on 202-708-0614, ext. 3855, Erecka Gibson on 202-708-0614, ext. 3712, or Monica Clarke on 202-708-0614, ext. 3860. Thank you in advance for your participation.

Sincerely,
 Monica Clarke
 Deputy Assistant CFO for Accounting
 Office of the Chief Financial Officer

To Complete the Survey:

1. Select "Reply with History"
2. Make Sure Addressee reads as "Ash Khanna"
3. Enter Percentage Estimates in Appropriate Survey Boxes (you may enter estimates directly into the table).
4. Add Percentages, Enter Total in Line 18
5. If Total Does Not Equal 100%, adjust line item estimates so that total = 100%
6. Select "Send"

Thank you for your cooperation.

Prepared by: Ash Khanna
 Reviewed by: Erecka Gibson
 Reviewed by: Shari Palumbo

Department of Housing and Urban Development FY 2004 FTE Survey for Annual Financial Statement Audit	
Program / Category	Percent Estimate
FHA / Housing	
1. <u>Federal Housing Administration Activities</u> – activities relating exclusively to FHA programs. For FHA insured properties, this includes, but is not limited to: insurance underwriting; refinancing; and rental project, nursing home, and hospital servicing.	0%
2. <u>Section 8 Activities administered by the Office of Housing</u> – activities relating exclusively to Section 8, including, but not limited to: contract renewals, amendment processing, special claims review, rent increases, and monitoring. These activities may relate to Section 8 activities which are part of FHA insured properties with Section 8 rental assistance, or the Section 8 portion of the Section 202/811 program, or Section 8 activities which are part of non-insured, non-Section 202/811 properties.	0%
3. Activities relating exclusively to the <u>Section 202 program</u> .	0%
4. Activities relating exclusively to the <u>811 program</u> .	0%
5. Activities relating exclusively to <u>Project Rental Assistance Contract (PRAC)</u> administration, including amendment processing.	0%
6. Activities relating to <u>more than one</u> of the above programs which can not be clearly assigned into any one program.	No entry here
a. Activities relating to <u>both insured Section 8 properties and FHA programs</u> including but not limited to Mark-to-Market Demo activities and management reviews for projects with Section 8 assistance where time spent on these two areas cannot be separated.	0%
b. Activities relating to <u>both the Section 202/811 program and the Section 8 program or PRAC</u> , including, but not limited to physical inspections and management reviews where the time spent on these areas cannot be separated.	0%
7. <u>Other Activities relating to Housing programs</u> not specifically identified in items 1-5. These include, but are not limited to: Housing Counseling Program, Interstate Land Sales, RESPA, Drug Elimination Grants, Service Coordinators, HODAG, and other special grants, activities relating to the Section 235 program, and activities relating to processing subsidies under the Section 236 Rental Housing Assistance programs.	0%
Public and Indian Housing (PIH)	
8. Activities relating to Section 8 tenant-based assistance and Moderate Rehabilitation.	0%
9. Activities relating to the Public Housing Operating Fund (operating subsidies provided to PHAs).	0%
10. Activities relating to Low Rent Public Housing Loans.	0%
11. Activities relating to PIH grants, including the Public Housing Capital Fund, Native American Block Grants, Public Housing Drug Elimination Grants, and other PIH grant programs.	0%
12. Other PIH activities not specifically listed above.	0%
Community Planning and Development Activities	
13. Activities relating to <u>Community Development Block Grants</u> .	0%
14. Activities relating to the <u>HOME Investment Partnerships Program</u> .	0%
15. Activities relating to <u>Homeless assistance</u> .	0%
16. <u>Other</u> Community Planning and Development Activities not specifically listed above.	0%
All Other HUD Activities Not Listed Above	
17. <u>All other HUD</u> Activities not applicable to those listed above.	0%
18. TOTAL (Please Calculate and Enter. Must = 100%).	
	0%