

New Executive Director Training/ORIENTATION

AAHRA Spring Workshop

April 2018

ADRIAN PETERSON-FIELDS,
MARY MAYROSE,
GREG PRICE

ALL FORMER HUD STAFF

Roles of HUD/PHA/Board

- Basic Relationships of a PHA
 - HUD
 - Local Government
 - State of Alabama
 - Tenants
 - Landlords
 - Suppliers, Contractors, Consultants
 - Banking Institutions

MANAGING YOUR PROGRAMS

OPERATING FUND

HOUSING CHOICE VOUCHER PROGRAM

CAPITAL FUND PROGRAM

Public and Indian Housing One-Stop Tool (POST) for PHAS

- This website is a one-stop site for accessing many systems and a great deal of information

The screenshot shows a web browser window displaying the HUD.gov website. The page title is "Public and Indian Housing One-Stop Tool (POST) for PHAs". The header includes the HUD logo, "HUD.GOV", and "U.S. Department of Housing and Urban Development Secretary Ben Carson". The navigation menu lists "PIH HOME", "ABOUT PIH", "PIH ONE-STOP TOOL", "PUBLIC HOUSING", "OPERATING FUND", "CAPFUND", "INDIAN HOUSING", and "MORE". The main content area features a welcome message: "Welcome to the Public and Indian Housing One-Stop Tool (POST) for Public Housing Authorities (PHAs). Here PHA staff can obtain quick access to PIH systems, tools, training opportunities, program requirements, commonly used external websites, PIH contacts, and much more. If you have recommendations to improve POST or if you are having difficulty accessing web pages, we want to hear from you! Please email us at POSTforPHAs@hud.gov." Below this is a "Jump to..." button with a dropdown menu showing "PIH A-Z Index - Calendar of Due Dates - News-to-Use". Contact information is provided: "PIH IRC Phone Number: (800) 955-2232 | Fax Number: (410) 637-3007 | Email: hud-pihrc@tngusa.net | TTY: <http://www.federalrelay.us/ty> | Spanish Speaking Contact Agents Available | Hours of operation 9:00am to 5:00pm (EST) Monday- Friday Except Federal Holidays or when Government is closed." At the bottom, there are two columns of links: "PUBLIC HOUSING PROGRAM" (Asset Management, Capital Fund, Development, Operating Fund, PHAS (Public Housing Assessment System)) and "SYSTEMS" (Energy and Performance Information Center (EPIC), Enterprise Income Verification (EIV), Financial Assessment Subsystem (FASS), Line of Credit and Control System (LOCCS), Physical Assessment Subsystem (PASS)).

Operating Fund

OPERATING FUND

- **Operating subsidy is provided under the Operating Fund Program**
- 24CFR Part 990
- Expenses less revenue = operating subsidy eligibility
- Expenses include Project Expense Level (PEL), utilities expense level (UEL) and add-ons
- Revenues only include rent charged to residents
- Operating subsidy is based on a CY funding cycle (January – December)

OPERATING FUND

• What is the PHA's role in calculating operating subsidy?

- PHA will verify accuracy of unit count and designation in PIC
- PHA will verify information on pre-populated HUD-52723 form (excel tool)
- PHA will complete HUD-52723 and 52722 forms (excel tools) or provide information to fee accountant for completion.
- PHA will forward completed HUD-52723 and 52722 forms (excel tools) to Birmingham OPH
- PHA will spend operating subsidy on routine operating costs

OPERATING FUND

• What is HUD's role in calculating operating subsidy?

- Review PHA's submission for accuracy of eligible units, utility expense level, add-ons and formula income (rent)
- Forward reviewed submission to HUD HQ
- Obligate funds in eLOCCS
- Determine proration factor

OPERATING FUND

•Timeline

- Eligible units are for the period July 1 – June 30 of the year prior to the 1st day of the CY subsidy is being calculated. CY 2016 – July 1, 2015 – June 30, 2016.
- Pre-populated excel tools (52723 and 52722 forms) are provided to PHA in October (this is not set in “stone” but has been typical of past several years)
- PHA must submit completed excel tools (52723 and 52722 forms) to Birmingham OPH by end of October (typically)
- Birmingham OPH must submit reviewed excel tools to HUD HQ by end of November
- HUD determines proration amount in late August or early to mid September
- Final eligibility amounts are provided to PHA in October/November

OPERATING FUND

- What are operating reserves?
 - Excess operating subsidy and revenue
 - An ongoing account found on the balance sheet
 - They are increased or decreased based on the PHA's monthly net income or net loss amount

Housing Choice Voucher Program

Conditions for Successful Leasing



CY 2018 Voucher Renewal Funding

- Typically you can anticipate April/May 2018 obligations and disbursements will mirror Jan/Feb/Mar amounts
- Obligations are estimated; once renewal allocations have been calculated, PHAs will receive catch-up funding if allocation is greater than obligations or funding will be reduced over the remainder of the calendar year (CY 2018) for excess obligations to date
- HUD has 60 days from enactment to provide PHAs with their official funding numbers.
- HUD is expected to provide the official numbers by mid-May

CY 2018 Voucher Renewal Funding

- CY 2018 renewal funding to be based on VMS leasing and HAP expense data for CY2017
- PHAs were required to complete all data entries/corrections for all months of CY 2017 in VMS no later than **February 9, 2018**
- The 2018 Appropriations Act allows HUD to offset excess NRA but there has been no indication that HUD intends to use the offset authority

CY 2017 Voucher Renewal Funding

- **CASH MANAGEMENT: *Notice 2011-67 Implementation of New Cash Management Requirements for the HCV Program***
 - HUD could reallocate excess NRA/HUD-held program reserves to PHAs needing additional funds to prevent the termination of participating families and to avoid or reduce the proration of renewal funding allocations
 - The Act continues to prohibit the use of these funds to lease units above baseline units under ACC.

Two Year Projection Tool

The purpose of HUD's monthly interaction with PHAs on utilization is to add value by enabling a better informed decision-making process on the part of the PHA to reach optimal performance. Optimal HCV leasing performance means full use of HCV funding within the ACC program size limitation, a stabilized leasing environment, avoiding broad swings between leasing and attrition where possible.

HUD wants to facilitate a discussion by exploring options but not directing an outcome on issues. PHAs are charged with making numerous program decisions that involve trade-offs. HUD can assist in helping frame those decisions with good data, analysis, tools and program knowledge, but in the end it is the PHAs decision.

ACC/Funding Information			
ACC	Current Year (2017)	Year 2 (2018)	Year 3 (2019)
Beginning ACC Vouchers	112	112	112
Funding Components	Current Year (2017)	Year 2 (2018)	Year 3 (2019)
Initial BA Funding (net offset)	\$471,144	\$436,509	\$430,606
Offset of HAP Reserves	\$0	\$0	\$0
Set Aside Funding	\$0		
New ACC Units Funding	\$0	\$0	\$0
Total ABA Funding Provided	\$471,144	\$436,509	\$430,606
PHA Income	\$2,886	\$0	
Total Cash-Supported Prior Year-End Reserves	\$6,065	\$52,345	\$44,931
Total Funding			
Total Funding Available	\$480,095	\$488,854	\$475,536

Funding Proration/Offset Levels	
HAP	
Year 2 (2018) Rebenchmark	100.0%
Year 3 (2019) Rebenchmark	97.0%
Year 2 (2018) Offset	0.0%
Year 3 (2019) Offset	0.0%
Administrative Fees	
Year 1 (2017)	77.0%
Year 2 (2018)	77.0%

Program Projection Variables			
Success Rate	43%	Annual Turnover Rate	20.0%
		PIC EOP % as of November 30 2017 (15 EOPs)	15
Time from Issuance to HAP Effective Date (Current: 2.53 months)			
% leased in 30 days	32%	*NOT FINAL* Inflation Estimate	2.0%
% leased in 30 to 60 days	16%		
% leased in 60 to 90 days	32%		
% leased in 90 to 120 days	11%		
% leased in 120 to 150 days	11%		

Leasing and Spending Outcomes: Current and Following Year Projections		
	2017	2018
UML % of ACC (UMA)	90.6%	97.3%
HAP Exp as % All Funds	89.1%	90.8%
HAP Exp as % of Eligibility only	90.8%	101.7%
End of Year Results		
Projected 12/31 Total HAP Reserves	\$52,345	\$44,931
HAP Reserves as % of ABA (Start: 1.3%)	11.1%	10.3%
Potential Terminations	0	0
End of Year 3 Results (2019)		
	\$18,165	4.2%
		Projected Total HAP Reserves ===== Reserves % BA

HUD-Held Reconciliation Cash Sufficiency Check			12.31.2016 Reconciliation
HUD-established CYE HHR (Recon Line 19)	\$0		HUD-established CYE HHR (Recon Line 19)
HUD-estimated Net Excess Cash (Recon Line 19)	\$6,065	\$82,153	PHA-Held Cash 12/31/2016 (VMS)
HUD-Reconciled	\$6,065	\$82,153	HUD-Reconciled (Cash Capped)
Lower of H17/I17 (May Override)	\$6,065		Lower of H17/I17 (May Override)
HUD-Reconciled Excess Cash v PHA RNP (12/31/2016)			
HUD v. PHA difference: \$6.00 or 0% of Eligibility	\$6,059	<-VMS EOY RNP =====	= EOY Excess \$6,065

Administrative Fees Analysis			2017	2018
<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$63,815)	\$58,942	\$63,352
\$63.01	\$58.81	Expense	\$49,321	\$48,096
		Expense %	83.7%	75.9%
AL049 has a cost per UML of \$40.44 compared to its Earnings/UML & Size peer group of \$53.61 (a difference of -32.6%) and its state peer group (of all PHAs in the state) of \$46.26 (a difference of -14.4%). Based on the most recent, official (end of fiscal year) UNP, AL049 has a projected 2017 Calendar Year-End (CYE) UNP of \$74,358 (or 126.2% of CY 2017 Earned Admin Fees) and a 2018 CYE UNP of \$89,614 (or 141.5% of CY 2018 Earned Admin Fees).				

2017	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
Jan-17	112	97	\$34,690	4				97	\$34,690	\$358		86.6%	88.4%	86.6%	88.4%
Feb-17	112	100	\$35,352	1				100	\$35,352	\$354		87.9%	89.2%	89.3%	90.0%
Mar-17	112	97	\$35,812	8				97	\$35,812	\$369		87.5%	89.9%	86.6%	91.2%
Apr-17	112	97	\$35,302	8				97	\$35,302	\$364		87.3%	89.9%	86.6%	89.9%
May-17	112	99	\$35,638	8				99	\$35,638	\$360		87.5%	90.1%	88.4%	90.8%
Jun-17	112	101	\$36,877	4				101	\$36,877	\$365		87.9%	90.7%	90.2%	93.9%
Jul-17	112	108	\$38,885	0				108	\$38,885	\$360		89.2%	91.9%	96.4%	99.0%
Aug-17	112	108	\$36,673	4				108	\$36,673	\$340		90.1%	92.1%	96.4%	93.4%
Sep-17	112	104	\$36,115	4				104	\$36,115	\$347		90.4%	92.1%	92.9%	92.0%
Oct-17	112	103	\$34,475	10				103	\$34,475	\$335		90.5%	91.6%	92.0%	87.8%
Nov-17	112	100	\$33,873	5				100	\$33,873	\$339		90.4%	91.2%	89.3%	86.3%
Dec-17	112	103	\$34,058	3				103	\$34,058	\$331		90.6%	90.8%	92.0%	86.7%
Total	1,344	1,217	\$427,750	59	0	20	-20.2	1,217	\$427,750	\$351		90.6%	90.8%		
2018															
Jan-18	112	106	\$35,106	3				106	\$35,106	\$331		94.6%	96.5%	94.6%	96.5%
Feb-18	112	103	\$34,859	3				103	\$34,859	\$338		93.3%	96.2%	92.0%	95.8%
Mar-18	112	104	\$35,266	13				104	\$35,266	\$339		93.2%	96.4%	92.9%	96.9%
Apr-18	112	105	\$35,745	8				105	\$35,745	\$340		93.3%	96.9%	93.8%	98.3%
May-18	112			8		3	-1.8	106	\$36,054	\$340		93.6%	97.3%	94.6%	99.1%
Jun-18	112			8		4	-1.8	108	\$36,707	\$340		94.0%	97.9%	96.3%	100.9%
Jul-18	112			8		3	-1.8	109	\$37,271	\$340		94.5%	98.6%	97.8%	102.5%
Aug-18	112			8		4	-1.8	111	\$37,903	\$340		95.2%	99.3%	99.4%	104.2%
Sep-18	112			3		3	-1.9	113	\$38,448	\$340		95.8%	100.0%	100.8%	105.7%
Oct-18	112			3		3	-1.9	114	\$38,751	\$340		96.4%	100.6%	101.6%	106.5%
Nov-18	112			3		2	-1.9	114	\$38,933	\$340		96.9%	101.2%	102.1%	107.0%
Dec-18	112					2	-1.9	114	\$38,880	\$340		97.3%	101.7%	102.0%	106.9%
Total	1,344	418	\$140,976	68	0	33	-21.6	1,308	\$443,923	\$339		97.3%	101.7%		

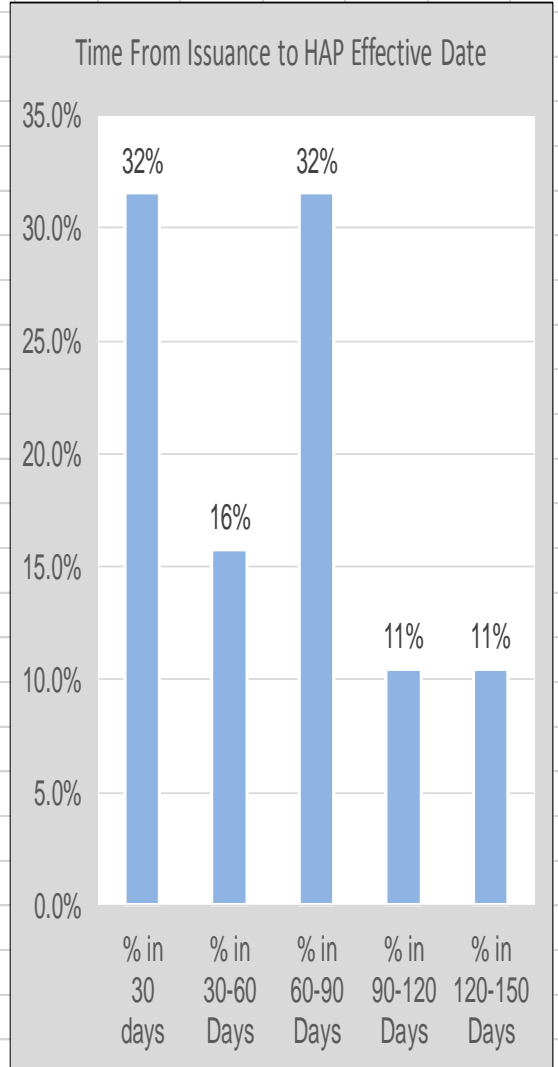
Summary Results

Issuance Month	Success Rate	% in 30 days	% in 30-60 Days	% in 60-90 Days	% in 90-120 Days	% in 120-150 Days	Avg. Months
Jan-17	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	1.5
Feb-17	0.0%						
Mar-17	50.0%	0.0%	25.0%	25.0%	50.0%	0.0%	3.3
Apr-17	50.0%	25.0%	0.0%	75.0%	0.0%	0.0%	2.5
May-17	50.0%	50.0%	0.0%	25.0%	0.0%	25.0%	2.5
Jun-17	25.0%	100.0%	0.0%	0.0%	0.0%	0.0%	1.0
Jul-17							
Aug-17	25.0%	0.0%	0.0%	0.0%	0.0%	100.0%	5.0
Sep-17	50.0%	50.0%	50.0%	0.0%	0.0%	0.0%	1.5
Oct-17							
Nov-17							
Dec-17							
Jan-18	33.3%	0.0%	0.0%	100.0%	0.0%	0.0%	3.0
Feb-18							
Mar-18							
Apr-18							
May-18							
Jun-18							
Jul-18							
Aug-18							
Sep-18							
Oct-18							
Nov-18							
Dec-18							
Cumulative	43.2%	31.6%	15.8%	31.6%	10.5%	10.5%	2.5

Move *Success Rate* and *Time from Issuance to HAP* to the Projection Tab.

Need more than 150 days? Check this out.

Wait List Success Rate				
Month	Pulled	Issued	Failed	%
Jan-17				
Feb-17				
Mar-17				
Apr-17				
May-17				
Jun-17				
Jul-17				
Aug-17				
Sep-17				
Oct-17				
Nov-17				
Dec-17				
Jan-18				
Feb-18				
Mar-18				
Apr-18				
May-18				
Jun-18				
<i>Wait List Success Rate</i>				



HOUSING AUTHORITY NAME

🌀 ALL Vouchers (Including VASH) 🌀

	Last Name	First Name	VA Referral Date (VASH only)	Voucher Issue Date	Voucher Status	For FO Use
	▼	▼	▼	▼	<ul style="list-style-type: none"> • mm/dd/yy (Admission Date) • "Searching" • "Not leased" (For any reason: expired, ported out, or otherwise did not result in a HAP Contract with this PHA) 	▼
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Capital Fund Program

CAPITAL FUND PROGRAM

- Chief program and funding for modernizing your properties
- Annual formulaic funding based on specific characteristics of your units
- Work activities are budgeted based on your PHA's short- and long-term physical needs

CAPITAL FUND PROGRAM

- Funds are awarded annually through amendments to your ACC
- Work activities are planned using the HUD-50075.1 and HUD-50075.2
- Changes to work activities always require an informal revision and can sometimes require a formal revision

- **ADDITIONAL NOTES ABOUT EPIC ENTRY OF ALL CFP GRANTS AND 5-YEAR ACTION PLAN.**

CAPITAL FUND PROGRAM

- Work activities can be accomplished through several methods
 - Awarding contracts through proper procurement
 - Use of force account labor
- Timing of use of CFP funding
 - Obligation End Dates (24 months from start)
 - Expenditure End Dates (48 months from start)

REAC/PHAS

PIC

SEMAP

LOCCS

EIV

ELECTRONIC SYSTEMS SUPPORTING YOUR PROGRAMS

REAC/PHAS

REAC/PHAS

- REAC: Real Estate Assessment Center
 - The office that gathers information used to assess the condition of HUD's portfolio
 - REAC essentially takes electronic information, analyzes it against HUD regulations, and provides an assessment score and designation for PHAs
- PHAS: Public Housing Assessment System
 - The process through which REAC delivers your assessment score

REAC/PHAS

- Assessments can be completed as often as annually but there are incentives for less frequent assessment based on PHA size and designations
 - Small PHAs tend to be assessed every two years (deregulation)
 - High performing PHAs can receive a PASS incentive to lengthen the time between physical inspections
- High PHAS scores can lead to bonus CFP funds

REAC/PHAS

- PHAS consists of assessments of the following areas:
 - Physical
 - Management
 - Financial
 - Capital Fund

IMS-PIC

IMS - PIC

IMS-PIC

1) Maintain **PHA staff access** status information in WASS; PIC is a sub-system of WASS.

2) Do not share WASS User IDs

Use the link on the IMS/PIC homepage and apply for a “New ID” for all new staff. Current and previous PHA staff can have their current ID modified to use at the new PHA by the WASS System Coordinator.

HUD > Program Offices > Public and Indian Housing > PIH Online Systems > Inventory Management System (IMS)/ PIH Information Center (PIC)

Inventory Management System (IMS)/ PIH Information Center (PIC)

PIH Information Center is now IMS/PIC!

PIC is evolving into the PIH Inventory Management System or IMS. During the 3-year transition period, we are using the terminology IMS/PIC to refer to the evolving system. IMS/PIC is responsible for maintaining and gathering data about all of PIH's inventories of HAs, Developments, Buildings, Units, HA Officials, HUD Offices and Field Staff and IMS/PIC Users.

[About IMS/PIC](#)
[Get Help](#)
[FAQs](#)
[Form 50058](#)
[Headlines](#)
[System Release Summaries](#)
[Correcting Data Anomalies](#)

Features

(NEW) Headline: January 31, 2014: January 50058 Summarization Delayed
Headline: January 21, 2014: Defects in Release 7.8
Headline: December 2, 2013: System release this weekend
Headline: May 3, 2013: System release this weekend
Headline: April 25, 2013: Vendor Call 4/30
Headline: April 3, 2013: Updating Software Vendor List
Headline: January 30, 2013: Monthly Summarization to Run Feb 8
Headline: January 15, 2013: Summarization Completed
Headline: January 14, 2013: December Summarization Failed

System Login

Existing user? Login here

• [Public Housing Agency User](#)
• [HUD User](#)

Need a new ID?

• [Public Housing Agency User](#)
• [HUD User](#)
• [System requirements](#)

Quick Find

Highlight an item below and click on "Go to this page"

50058
50058 Error Codes
50058 Instruction Booklet
50058 HTW
50058 Technical Reference Guide (TRG)
Asset Management Changes
Building & Unit Data
[Go to this page](#)



IMS - PIC

USER ID

UPGRADES/DOWNGRADES

Must be requested, in writing:

- o PHA's letterhead
- o Name of the PHA
- o PHA code
- o Signature and title of the Executive Director

The requestor should submit this official letter as an email attachment to:

REAC_TAC@HUD.GOV

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Secure Systems Main Menu'. The address bar shows the URL: https://hudapps.hud.gov/ivass/mainmenu/mainmenu_page.jsp. The page features a blue header with the 'Main Menu' title and navigation links for 'help', 'search', 'home', and 'logout'. A left sidebar contains a 'Secure Systems' logo and a 'Welcome BARBARA FINCH' message. Below this, there are two main menu sections: 'system administration' and 'systems'. The 'system administration' section includes links for Business Partners Maintenance, EIV Assignments By User, EIV Assignments To User, Field Office Assignment Maintenance, PHA Assignment Maintenance, and User Maintenance. The 'systems' section lists various systems such as Enterprise Income Verification (EIV), Financial Assessment Submission - PHA (FASPHA), Mark-to-Market (M2M), Monitoring And Planning System (MAPS), Management Assessment Subsystem (MASS), Multifamily Delinquency and Default Reporting System (MDDR), Public Housing Assessment System: Scores and Status (NASS), Physical Assessment Subsystem (PASS), PIH Information Center (PIC), Test Site for PIH Information Center - PIC Test (PICTST), Quality Assurance Subsystem (QASS), Resident Assessment Subsystem (RASS), Subsidy and Grants Information Systems (SAGIS), and Voucher Management System (VMS). A 'System Administration' section is also present, listing links for Business Partners Maintenance, EIV Assignments By User, EIV Assignments To User, Field Office Assignment Maintenance, PHA Assignment Maintenance, and User Maintenance. The browser's taskbar at the bottom shows several open applications, including Microsoft Office Word, Internet Explorer, and the Secure Systems Main Menu.

Working in User Profile

Security	Role Maint	Access Reports	Activity Reports	User Certification
Security List	Security Summary	Bulk Copy	Security Details	Modify User Organization
Field Office HA:	IL003 Peoria Housing Authority			
User Details				
WASS User ID:	MXXXX1			
First Name:	<input type="text" value="Bill"/> *			
Middle Name:	<input type="text" value="PIC"/>			
Last Name:	<input type="text" value="User"/> *			
User Type:	HA User			
Email Address:	<input type="text" value="bill@domain.gov"/> *			
Confirm Email Address:	<input type="text" value="bill@domain.gov"/> *			
Effective From Date:	<input type="text" value="02/15/2006"/> * MM/DD/YYYY			
Expiration Date:	<input type="text" value="02/15/2007"/> * MM/DD/YYYY			
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No			
User Status Comments:	<input type="text"/>			
				<input type="button" value="Save"/>

If access has “expired” the expiration date must be extended by the PIC Security Administrator.

The expired HA User must go into the system by COB on the same day to re-establish access!

IMS - PIC

- 1) Submit certifications in the **Section 8 Management Assessment Program (SEMAP) Sub-module**.
- 2) Maintain contact information in the **Housing Agency Sub-module**.
- 3) Submit applications and reports in the **Inventory Removal Sub-module** if applicable.
- 4) Update and monitor building and unit data in the **Development Sub-module**.
- 5) Submit Form-50058 tenant data into HUD's database from the **Submission Sub-module** and monitor reports.

The screenshot displays the PIH Information Center (PIC) web application interface. The browser window title is "PIH Information Center (PIC) - Windows Internet Explorer". The address bar shows the URL "http://hudapps.hud.gov/pic/common/picmainnavlogin.asp". The page header includes the "pic" logo and the text "PIH Information Center (PIC) IMS-PIC Release 7.8 (Web Server 2)". A welcome message for user Barbara (H17030) is displayed, along with the last login time (Feb 4, 2014 9:54PM) and the user ID certification date (10/01/2012).

The main content area is organized into several sections:

- PIC Maintenance:** Includes links for User Profile and Security Administration.
- PIC Headlines:** A section with a purple header containing news items:
 - January 50058 Summarization Delayed - 1/01/2014: Summarization of form 50058 data delayed one week [\[Full text\]](#)
 - Defects in Release 7.8 - 1/21/2014: Issues with SEMAP Report and HA Contacts [\[Full text\]](#)
 - System Release This Weekend - 1/20/2013: Monthly summarization of 50058 data delayed one week [\[Full text\]](#)A link "Browse all PIC Headlines" is also present.
- Executive Summary:** Includes a link for HA Executive Summary.
- PICHELP information:** A section with a purple header containing a "PICHELP" notice: "If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to REAC: TAC@hud.gov or telephone the Technical Assistance Center (TAC) at 1-888-245-4860 between 7:00am and 8:30pm Eastern on business days. All PIC password resets are handled by Security Administrators at the PHA or in the local HUD Field Office. The REAC TAC cannot reset passwords."
- Form 50058:** Includes links for Submission, Viewer, Reports, and Tenant ID Management.
- ADHOC:** Includes links for Form 50058 Adhocc Report, MTW Adhocc Report, and HA Query Report.
- PIC Downloads:** Includes a link for Building And Unit.
- MTW:** Includes links for Data Collection, Viewer, and Reports.

At the bottom of the page, there are links for "Get Help" and "Logout / Return to Secure Systems". A footer note states: "Browsers supported: Microsoft Internet Explorer 6.0 or later, Netscape 8.0 or later, Firefox 1.5 or later, Mozilla 1.7 or later, Opera 8.0 (later versions not supported), and Google Chrome beta or later. Please refer to the PC System requirements page for more information."

The Windows taskbar at the bottom shows the system tray with the date and time: "5:59 PM 2/4/2014".

IMS - PIC

Housing Agency Sub-module

Update HA Contacts consistently because it contains all of your PHA's pertinent contact information.

- Be sure to maintain the following information and keep it up to date:
 - HA physical and mailing addresses
 - HA email addresses
 - HA contact roles and their physical, mailing, and email addresses
 - Phone and fax numbers of all representatives listed for your PHA.

Call or email the PIC Coach at the Birmingham OPH if you need help with how to update this data.

HA Contact Information

Maintain this data accurately to ensure timely communication to and from the **Office of Public and Indian Housing** both at the local Field Office and Headquarters.

Development Sub-Module

Stores the total number of physical assets under management of the PHA and other general information.

Development Profile Information

Select View: Development

Hub: 4HLOU Louisville Hub

Field Office: 4IPH LOUISVILLE HUB OFFICE

Field Office HA: KY003 Frankfort

Physical Development: KY00300001 LEESTOWN TERRACE

[Add Development](#) [Edit Development](#)

Development Summary Information

Approved as of: 8/12/2013

ACC Units						
General Occupancy	Elderly/Disabled	Non-Dwelling	Other	Total ACC Units	Non ACC Units	Total Units
209	0	2	0	211	1	212

Unit Designation	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms	Total
Elderly/Disabled Units	0	0	0	0	0	0	0
General Occupancy	36	64	65	39	5	0	209
Total	36	64	65	39	5	0	209

* The bedroom counts by unit designation will be updated ONLY upon submission and approval of the entire building and unit data inventory by using the 'Submit Unit Information' page. These counts are NOT updated by the 'Unit Status/Unit Designation' submission and approval.

IMS - PIC

Form 50058 Submission Sub-module

Collects and Validates tenant data uploaded by the PHA.

Upload	Report
View Report	Frequent Errors
HQ Division:	Public and Indian Housing
HQ Office:	PO Field Operations
Hub:	10HSEA Seattle Hub
Field Office:	0APH SEATTLE HUB OFFICE
Housing Authority:	AK001 AHFC

Form 50058 Report Details

Submission Date: 06/04/2009

Submission Time: 12:32:49

Submission Filename: web.xml

Ticket Number: 3041782

Submission Error Report Format

<u>HTML</u>	HTML representation of the Entire Error report
<u>HTML - WARNING</u>	HTML representation of the Warnings only
<u>HTML - FATAL</u>	HTML representation of the Fatal Errors only
<u>XML</u>	XML representation of the Error report
<u>CSV</u>	Comma Separated Values -- can be viewed in MS-Excel
<u>TXT</u>	Text representation of the Error Report
<u>ANALYSIS</u>	Analysis Report on Error Messages

IMS - PIC

Form 50058 Viewer, Reports and Tenant ID Sub-modules

- **Form 50058 Viewer**

Form HUD-50058 Viewer sub-module provides users the ability to bring up tenant data previously reported for analysis or verification.

- **Form 50058 Reports**

Form HUD-50058 Reports are a set of detailed, monthly summary reports covering 14 different areas of tenant data.

- **Form 50058 Tenant ID Management**

Form HUD-50058 Tenant ID Management Sub-module gives users the ability to identify and correct identity problems.

IMS - PIC

Resources and Tools

- *About IMS/PIC
- *Get Help
 - FAQs
- *Form 50058
- *Headlines
- *System Release Summaries
- *Correcting Data Anomalies



http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic

IMS - PIC

Quick Find

Highlight an item below and click on "Go to this page"

50058
50058 Error Codes
50058 Instruction Booklet
50058 MTW
50058 Technical Reference Guide (TRG)
Asset Management Changes
Building & Unit Data

[Go to this page](#) 

Resources and Tools



REAC Technical Assistance Center (TAC)

Toll-free line: (888) 245-4860

TAC Email Address: REAC_TAC@hud.gov

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic

SEMAP

SEMAP

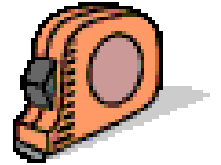
SECTION 8 MANAGEMENT ASSESSMENT PROGRAM



What is the Section 8 Management Assessment Program?



A program that measures the performance of the PHAs that administer the housing choice voucher program.



How does SEMAP work?

- SEMAP is used to remotely measure PHA performance and administration of the housing choice voucher program.
- 60 days after the end of each PHA fiscal year, a certification is submitted via the internet in PIC, under the “SEMAP” sub-module.
- Points are assigned to each indicator
 - Seven indicators are PHA certified
 - Seven indicators are MTCS certified



How does SEMAP improve program performance?



SEMAP will help HUD target monitoring and assistance to PHA programs that need the most improvement

PHA PERFORMANCE



HIGH=> 90 %
STANDARD= 60% to 89%
TROUBLED< 60%

$$\text{PERCENTAGE} = \frac{\text{\# OF POINTS EARNED}}{\text{\# OF POINTS PHA COULD HAVE EARNED}}$$

SEMAP Ratings may be changed based on:

- Independent Public Accountant Audit



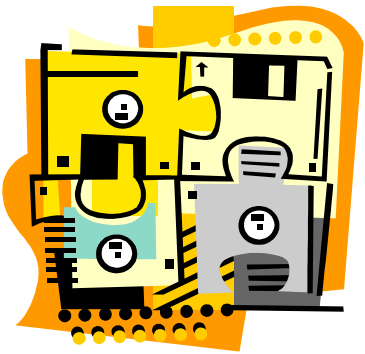
- On-site/Remote SEMAP confirmatory reviews



SEMAP

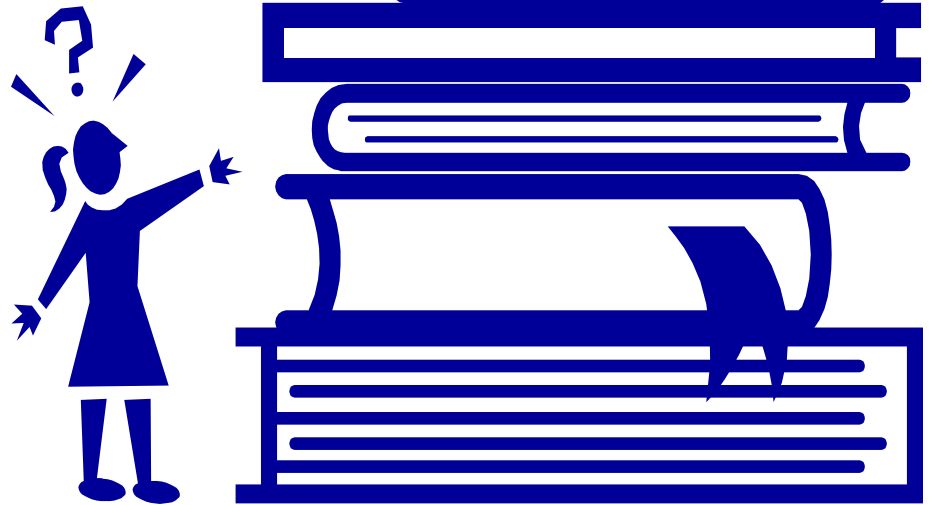
- During the PHA fiscal year, PHAs should track their own performance of the 14 SEMAP Indicators and the deconcentration bonus if applicable.
- Within 60 days of the end of the PHA fiscal year, the PHA must electronically complete and submit for HUD-52648, SEMAP Certification to HUD via PIC





What regulations cover this program?

- Regulations are found at 24 CFR Part 985.



eLOCCS

eLOCCS

- eLOCCS is the electronic Line of Credit Control System that is HUD's primary grant disbursement system
- eLOCCS is the system you use to draw down CFP funds, operating subsidy, and other competitive/formula grants like ROSS

eLOCCS

- This is basically your HUD bank account
- You should ensure that access to eLOCCS is secure
- HUD recommends at least two PHA staff have the ability to draw down funds
- Your Board Chairperson usually acts as the Authorizing Official

eLOCCS

- Maintain your access to eLOCCS so that your funds aren't interrupted
- If a staff person with eLOCCS access leaves the PHA or is no longer responsible for drawing down funds, immediately request termination of their access
- Access is gained/terminated/revised using the HUD-27054 form (found on HUDClips)

EIV

EIV

Federal Privacy Act – 5 USC 552a

- A current and valid form **HUD-9886** or equivalent consent form (that meets requirements under 24 CFR Part 5.230) must be on file for each adult tenant in order for the PHA to access EIV income information
- Consent form is not required to conduct **Former Tenant Search** or **Existing Tenant Search**

EIV

Federal Privacy Act – 5 USC 552a

- HUD requires PHAs to notify applicants/tenants that the:
- Individual has the right to gain access to his/her EIV record (the portion applicable to him/her)
- Information will not be disclosed in any manner which will violate the individual's privacy

EIV

Administrative Safeguards

- Restrict access to EIV system and printed or electronic EIV information to authorized personnel who need the information to perform official duties
- Ensure staff completes annual security awareness training and reports security breaches to HUD at: PIH.RHIIP.TA@HUD.GOV

EIV

Training Requirements

- EIV System users are required to complete the following training offered by HUD Headquarters:
 - **Initial** EIV System training (prior to accessing system)
 - **Updated** EIV System training
 - **Annual** Security Awareness Training

EIV

System Access

- All EIV users, including handlers and viewers of printed or electronic EIV information must complete form HUD-52676
- Maintain forms HUD-52676 for all personnel (subject to inspection/audit)

EIV

User Recertification

- All active EIV users must be recertified twice annually, in **April** and **October** to maintain system access
- PHA User Administrators (UA) will be certified by the HUD Field Office. All other PHA users should be certified by the PHA's UA.

eiv

Income Report & 3rd Party Verification

- Do not use EIV to calculate annual income for current reexams – the data is too old!
- Supplement EIV with tenant-provided documents, which is 3rd party verification
- Use current income documents for income calculations (in accordance with HUD guidance)

EIV

EIV Verification Reports

- PHAs are required to monitor various EIV reports on a monthly and quarterly basis
- Follow-up on identified potential errors/problems

EIV

EIV Verification Reports

- Monthly Reports
 - **Deceased Tenants Report**
 - Identity Verification Report
 - Immigration Report
- Quarterly Reports
 - **Income Discrepancy Report**
 - **Multiple Subsidy Report**
 - New Hires Report (only if your agency has an interim increase policy and modifies family's rent between annual reexams)

EIV

Tenant Repayment Agreements

- Tenants are required to reimburse the PHA if they were charged less rent than required by HUD's rent formula due to unreported/ underreported income by the family
- Repayment agreements must be in writing, dated, signed by both the head of household and the PHA

EIV

Tenant Repayment Agreements

- PHAs are required to determine retroactive rent amounts as far back as the PHA has documentation of family unreported income
- Late and missed payments constitute default of the repayment agreement and may result in termination of tenancy and/or assistance

EIV

Debts Owed to PHAs & Terminations

- National repository of families that:
 - Owe a debt to any PHA nationwide; and/or
 - Left a PIH program under negative circumstances

EIV

Debts Owed to PHAs & Terminations

- The purpose of entering this information is to alert the PHA community of prior program non-compliance and/or outstanding debt owed at time of EOP
- Repository of adverse information helps PHAs make informed decision when processing applications for assistance

PHA PLANS

PHA PLANS

- The PHA Plan is a comprehensive guide to public housing agency policies, programs, operations and strategies for meeting local housing needs and goals.
- There are 2 parts; the 5-Year Plan, which PHAs submit to HUD once every 5 PHA Fiscal years and the Annual Plan, which is submitted every year by “Non-Qualified” agencies
 - “Non-Qualified” agency – over a combined total of 550 or more PH and HCV units
 - “Qualified” agency – combined unit total of 550 or LESS PH and HCV
 - Non designated troubled
 - Does not have a failing score under SEMAP

PHA PLANS

Submit Plan Checklist – PHA Plans

How do you know if your plan is complete? Use the following checklist to ensure the PHA Plan is complete and ready for submission:

<i>Place an "X" or ✓ in this column for items completed</i>		<i>Standard and Troubled 5-Year/Annual 50075</i>	<i>High Performers, Section 8 Only 50075</i>
	1.0 PHA Information	X	X
	C. 5-Year Plan completed (when due)	X	X
	2.0 Inventory	X	X
	3.0 Submission Type	X	X
	4.0 PHA Consortia	Optional	Optional
	5.1 Mission (when 5-Year Plan due)	X	X
	5.2 Goals and Objectives (when 5-Year Plan due)	X	X
	6.0 PHA Plan Update	X	X
	7.0		
	HOPE VI	If applicable	If applicable
	Mixed Finance Mod/Development	If applicable	If applicable
	Demo/Disposition	If applicable	If applicable
	Mandatory or Voluntary Conversion	If applicable	If applicable
	Homeownership Programs	If applicable	If applicable
	Project-based Vouchers	If applicable	If applicable
	8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report	If applicable	If applicable
	8.2 Capital Fund Five-Year Action Plan	If applicable	If applicable
	8.3 Capital Fund Financing Program (CFFP)	If applicable	If applicable
	9.0 Housing Needs	X	5-Year Plan Only
	9.1 Strategy for Addressing Housing Needs	X	5-Year Plan Only
	10.0 Additional Information	X	5-Year Plan only
	11.0 Required Submissions, if applicable	X	

PHA PLANS

Supporting Documentation

List of Supporting Documents Available for Local Review <i>(Applicable to All PHA Plan Types)</i>		
Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Form HUD-50077, <i>Standard PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual PHA Plans.</i>	Standard 5-Year and Annual Plans Streamlined 5-Year Plans
	Form HUD-50078, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan, including required PHA certification and assurances for policy and program changes since last Annual Plan.</i>	Streamlined Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5-Year and Annual Plans 5-Year Streamlined Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5-Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments (AI) to Fair Housing Choice); and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Streamlined Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP) and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-Up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary).	Annual Plan: Operations and Maintenance and Community Service and Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP).	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Management and Operations

PHA PLANS

- Submitting your PHA Plan:

- Email the pdf document and all required supporting documentation to –

- BIRPIHMailbox@hud.gov

IMPORTANT LINKS

- Public and Indian Housing One-Stop Tool (POST)
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/post
- LOCCS http://portal.hud.gov/hudportal/HUD?src=/program_offices/cfo/loccs_guidelines
- HCV
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/hcv
- Public Housing Capital Fund Program – Final Rule
<http://www.gpo.gov/fdsys/pkg/FR-2013-10-24/pdf/2013-23230.pdf>

IMPORTANT LINKS

- WASS (New User ID#)
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/react/online/online_registration
- EIV Homepage
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/uivsystem
- EIV Training Webcasts
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/rhiip/piheivwebcasts

FIND A MENTOR, ASK A MEMBER

QUESTIONS/COMMENTS