

## **PIC COACH CORNER – Volume 2011-1**

**Diane Kiles, PIC Coach**

[Diane.m.kiles@hud.gov](mailto:Diane.m.kiles@hud.gov)

### **IMS-PIC (Inventory Management System –PIH Information Center)**

As most of you already know, HUD's major goals this year include efforts to improve the utilization of low rent public housing units by eligible low income families.

To assist our public housing authorities with correcting and updating their building & unit data in IMS-PIC, we'd like to share instructions for how to submit the Unit Tenant Status change requests to HUD. These step by step instructions were developed by Wendalyn Hovendick, Program Analyst at our Omaha, Nebraska Field Office.

The instructions can be accessed here: [Unit Tenant Status Change Instructions](#)

Many thanks to Wendalyn for taking the time to develop this and for sharing it with our housing authorities in Region 8!

#### **Please Note:**

HUD changed the unit designations in the IMS-PIC release last September. Due to an oversight, the instructions, which can be downloaded from the **Development; Unit Tab; Building/Unit Data Transfer; Select Template Type:** (choose '**Pipe Delimited CSV File**'), were not updated. The edit checks were also not updated. They will both be corrected in the April 2011 release.

Item 10 - Unit Designation (on page 6) is no longer correct. Under "Instructions" it should say:

The allowable values are:

- FA - General Occupancy
- ODD - Officially Designated Disabled
- ODE - Officially Designated Elderly
- ODM - Officially Designated Mixed
- MED - Mixed Elderly, Disabled, Not Officially Designated"

#### **Another FYI:**

We have been working with the maintenance contractor analyzing various problems which have been occurring with development regrouping proposals under 'Maintain Inventory'.

1. We knew earlier that proposals containing buildings in ANY demo-dispo status would cause the entire regrouping proposal to fail.
2. We found recently that any buildings with units pending HUD approval of a unit status change would cause the entire regrouping proposal to fail.
3. Recently, we learned that, due to another bug, any building that has had a unit status change in the past will cause the regrouping proposal to fail, even if the unit status change was approved earlier.

These three bugs are being fixed in the April 15, 2011 release.

- After the April release, users will not be able to select buildings for a proposal if they are in demo-dispo status.
- After the April release, the system will check for pending or completed status changes and, if there are any, will update them to the new regrouped development number then continue with the regrouping.

***Until the April release, the regrouping proposals affected by these bugs will not run.***

## PIH EIV Updates

Please be advised that the Office of Public and Indian Housing (PIH) Enterprise Income Verification (EIV) System has been updated, as of February 24, 2011, with wage, new hire, and unemployment benefit information from the National Directory of New Hires (NDNH) database, which includes the following:

1. Reported quarterly unemployment benefit information from Q4 of 2010 and prior quarters. See sample data below:

Unemployment Benefits		
Pay Period	Amount	Date Received by EIV
Q4 of 2010	\$2,596.00	02/24/2011
Q3 of 2010	\$2,990.00	02/24/2011
Q2 of 2010	\$3,284.00	02/24/2011
Q1 of 2010	\$3,303.00	02/24/2011
Q4 of 2009	\$2,292.00	02/24/2011
Q3 of 2009	\$2,578.00	02/24/2011
Q2 of 2009	\$2,088.00	02/24/2011

2. Reported quarterly federal wage information from Q4 of 2010 and prior quarters. See sample data below:

Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q4 of 2010	\$0.00	35-1819323	DFAS CLEVELAND CENTER PO BOX 998002, CLEVELAND OH 44199-8002	02/24/2011
Q2 of 2010	\$586.00	35-1819323	DFAS CLEVELAND CENTER PO BOX 998002, CLEVELAND OH 44199-8002	02/24/2011
Q1 of 2010	\$1,320.00	35-1819323	DFAS CLEVELAND CENTER PO BOX 998002, CLEVELAND OH 44199-8002	02/24/2011
Q4 of 2009	\$994.00	35-1819323	DFAS CLEVELAND CENTER PO BOX 998002, CLEVELAND OH 44199-8002	02/24/2011
Q3 of 2009	\$2,532.00	35-1819323	DFAS CLEVELAND CENTER PO BOX 998002, CLEVELAND OH 44199-8002	02/24/2011
Q2 of 2009	\$923.00	35-1819323	DFAS CLEVELAND CENTER PO BOX 998002, CLEVELAND OH 44199-8002	02/24/2011

3. Reported quarterly non-federal wage information from Q3 of 2010 and prior quarters. See sample data below:

Wages				
Pay Period	Amount	FEIN	Employer Name and Address	Date Received by EIV
Q3 of 2010	\$107.00	06-1608655	ALL THINGS TRAFFIC INC. 323 W 138TH ST STE 300, NEW YORK NY 10030-2001	02/24/2011

4. Reported monthly new hire information through (approximately) February 15, 2011. See sample data below:

Employment Information				
Hire Date	Hire State	FEIN	Employer Name and Address	Date Received by EIV
01/12/2011	AL	63-1071940	AMERICAN WHOLESALE BOOK CO INC 402 INDUSTRIAL LN. BIRMINGHAM AL 35211-4455	02/24/2011

Please note that the New Hires Report will reflect zeros (as reflected in below screenshot) until the weekend summarization job is run on Saturday, February 26, 2011. However, new hire information is reflected on the household Income Report (as reflected in above screenshot).

Income Information >> New Hires Report >> [Report Selection](#) >> HUD Headquarters Statistics

HUD Headquarters Statistics as of Feb 23, 2011			
HUD Headquarters	HQ		
Reexamination Month	ALL		
Period Reviewed	Nov 23, 2010 - Feb 23, 2011		
Program Type	ALL	Public Housing	Section 8
Number of Households	0	0	0
Total Number of Household Members	0	0	0

[Printer-Friendly Version](#)

No NewHires Report for the Selected Criteria

Confidential Privacy Act Data. Civil and Criminal penalties apply to misuse of this data.

Income Information >> [By Reexamination Month](#) >> Reports Summary

Select Program Type and Reexamination Month. Click Search to retrieve reports summary:			
Select Program Type:	Section 8		
Select Reexamination Month	All		
Select Participant Code	Housing Authority		<input type="button" value="Search"/>
Summary Reports as of February 23, 2011			
Report Type	Number of Households	Number of Members	
Income Report	346	585	
New Hires Report	0	0	
Income Discrepancy Report	35	--	
Failed Verification Report	2	3	
Failed EIV Pre-Screening Report	1	2	
No Income Report	11	22	

Please send all inquiries regarding this message to [PIH.RHIIP.TA@HUD.GOV](mailto:PIH.RHIIP.TA@HUD.GOV).

## Webcast Information:

HUD offers live webcasts and previously aired programs. Just follow these steps or go to: <http://www.hud.gov/webcasts/index.cfm>.

Get Started

- Make sure your internet connection is at least 56Kbps.
- Make sure your computer can play sound.
- [Install a free Windows Media video player](#) if your computer doesn't already have it
- Can't or don't want to download a video player?
  - View the webcast at a [local HUD office](#)

[Contact us](#) @ [letha.e.strothers@hud.gov](mailto:letha.e.strothers@hud.gov)