

PIC COACH CORNER – Volume 2010-4

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PIC/WASS

From: IMS/PIC Team Tuesday, December 3, 2010

The IMS/PIC websites have been thoroughly updated and re-designed to better serve users! The external (*Internet*) site provides information to both HUD and HA users, while the internal (*Intranet*) site provides additional content exclusively for HUD users. You can access the new internet site using the link below:



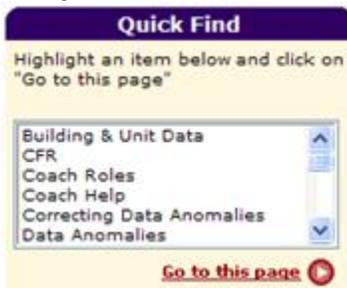
External (for our PHA's): <http://www.hud.gov/offices/pih/systems/pic/index.cfm>

The purpose of the re-design was threefold:

- ✦ To better serve novice users
- ✦ To direct users to the information they need in three clicks or less (go ahead...try it out!)
- ✦ To serve as a platform from which to post new information.

While the changes to the structure of the site are largely complete, you will continue to see “under construction” banners on certain pages as we work to update the content and prepare to post new resources.

New and exciting features of the external site include a “Quick Find” box on the [homepage](#) enabling users to scroll through keywords in ABC order and instantly jump to the page they seek, and a comprehensive “[Get Help](#)” page pulling together technical assistance from many, many sources.



It is our hope that you will bookmark this page and visit it frequently. The site will serve as our primary means of communication with you on system releases, known system issues, and new initiatives related to IMS/PIC.

Finally, we would like to express our gratitude to all those who contributed to the re-design process, especially the PIH Web Team, more importantly input from our customers “YOU”.

You REAC IMS/PIC Team

50058 Error Issue

We are seeing some issue in the system with certain action types when Field 3w (Former HOH SSN) is populated by the HAs even after the change of head of household is completed. Normally, when field 3w is populated after the change of HOH has been completed, the HAs receive a warning message 4187: *This SSN is already Head of Household. Field 3w should be blank. Data ignored*

While this warning message is being issued with most action types, we are seeing some issue specifically with action type 12. Please be advised to NOT to populate field 3w (Former head of household SSN) if the change of head of household has already been completed for ANY action type.

CAP Fund Certification Deadline Extended

On November 3, 2010 PIH issued Notice 2010-42: “Certification of accuracy of data in the Inventory Management/Public Housing Information Center System used to calculate the Capital Fund formula allocation in Fiscal Year 2011.” Pursuant to the notice, PHAs were to complete the certification process by December 8, 2010. As of the [December 2, 2010](#) 1472 PHAs had not completed the certification process. At this point 1673 PHAs have completed the certification process.

Due to the additional reporting and planning activities required of housing authorities as a result of ARRA and NOFA funding and that there are a large number of housing authorities that have not started the certification process, the Department has concluded that it would be appropriate to put in place a short extension of the deadline to complete the certification process. The Department is therefore extending the deadline by nine days from December 8, 2010 to Friday, December 17, 2010. **After December 17, 2010, PHAs will continue to be able to complete the certification process, however, they will be subject to provisions of Section 11 of Notice 2010-42 (providing for potential withholding and reduction of grant funding – see excerpt below).**

Excerpt from Notice 2010-42

11. Failure to certify.

Unless the Department grants an exemption from the certification requirement as described in Section 8 above, the Department will withhold funding from any PHA that has not certified to the accuracy of its data in the Capital Fund Building and Unit Data Certification tab page. For any PHA that fails to certify by the deadline for completion of the certification process, the Department will extract its data from IMS/PIC on the first business day after the deadline and store it in a separate database. When the Department calculates the Capital Fund formula for all PHAs, it will use the uncertified data to calculate a grant amount for any PHAs that have not yet certified. The Department will issue an ACC amendment reflecting the grant amount calculated with uncertified data, but it will suspend the grant pending receipt of the certification. If a PHA certifies after the deadline date, the Department shall compare the certified data with the uncertified data available the day after the certification deadline. The Department will use the data from the comparison that results in the lowest funding level to calculate the funding to be made available to the late certifying PHA. 1 Note that late certifying PHAs shall remain subject to the obligation and expenditure deadlines the Department

establishes pursuant to Section 9(j) of the United States Housing Act of 1937 and the potential for sanctions on future grants regardless of the suspension of their grants.

PIH thanks all PHAs for their efforts in complying with this new certification requirement.

EIV Updates

Please be advised that the Office of Public and Indian Housing (PIH) Enterprise Income Verification (EIV) System training webcasts which aired on September 23-24, 2010 are posted at:

<http://portal.hud.gov/portal/page/portal/HUD/press/multimedia/videos>. Prior PIH EIV training webcasts are posted at this site as well. Training materials for PIH EIV webcasts are posted at: <http://www.hud.gov/offices/pih/programs/ph/rhiip/training.cfm#3>.

To locate the desired webcast, scroll down to the **Search** section of the page and type in **EIV** in the Search textbox. (See screenshot below) The EIV webcasts will be displayed. Simply click on the webcast you wish to review. You may also use the right and left arrows to scroll through the list of available webcasts.

All PIH EIV system users will be required to complete Updated EIV System training by **April 29, 2011**. New EIV system users must complete Annual Security Awareness, Initial and Updated EIV System training *prior* to gaining access to the EIV system. EIV training provided by 3rd parties does not fulfill the HUD-required training requirement. For additional information, see [PIH Notice 2010-19](#).

[Note: This training is *not* applicable to program administrators of Multifamily Housing (MFH) programs. Click here for [more information on MFH EIV training](#).]