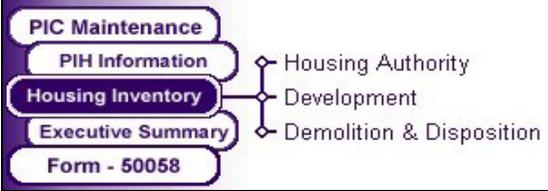


Appendix A

Quick Reference Guide

Appendix A

Quick Reference Guide (HA Version)

1. Log on to PIC.																							
2. Access the Development Submodule .																							
3. Select a Development.	<table border="1" data-bbox="760 747 1390 827"> <tr> <td>Field Office HA:</td> <td>LA011 WESTWEGO</td> </tr> <tr> <td>Physical Development:</td> <td>LA011001 MID-CITY HEIGHTS ▾</td> </tr> </table>	Field Office HA:	LA011 WESTWEGO	Physical Development:	LA011001 MID-CITY HEIGHTS ▾																		
Field Office HA:	LA011 WESTWEGO																						
Physical Development:	LA011001 MID-CITY HEIGHTS ▾																						
4. Review the following Development data: <ul style="list-style-type: none"> • Profile • Management office address • Contact information 	<table border="1" data-bbox="760 863 1390 1255"> <thead> <tr> <th colspan="2">Development Profile Information</th> </tr> </thead> <tbody> <tr> <td>Development Name:</td> <td>MID-CITY HEIGHTS</td> </tr> <tr> <td>Program Type:</td> <td>Low Income Rental</td> </tr> <tr> <td>Development Method:</td> <td>New Construction - Conventional</td> </tr> <tr> <td>Structure Type:</td> <td>Semi Detached</td> </tr> <tr> <td>Acquisition Construction Date:</td> <td></td> </tr> <tr> <td>DOFA Date:</td> <td>02/28/1963</td> </tr> <tr> <td>EIOP Date:</td> <td>03/03/1963</td> </tr> <tr> <td>Dwelling Structures:</td> <td>50</td> </tr> <tr> <td>Non-Dwelling Structures:</td> <td>2</td> </tr> <tr> <td>Scattered Site?</td> <td>No</td> </tr> </tbody> </table>	Development Profile Information		Development Name:	MID-CITY HEIGHTS	Program Type:	Low Income Rental	Development Method:	New Construction - Conventional	Structure Type:	Semi Detached	Acquisition Construction Date:		DOFA Date:	02/28/1963	EIOP Date:	03/03/1963	Dwelling Structures:	50	Non-Dwelling Structures:	2	Scattered Site?	No
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Development Name:	MID-CITY HEIGHTS																						
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EIOP Date:	03/03/1963																						
Dwelling Structures:	50																						
Non-Dwelling Structures:	2																						
Scattered Site?	No																						
5. Perform the following tasks on the Building Tab: <ul style="list-style-type: none"> • Edit building details. • Add building records. • Remove building records (during initial upload only). 	<table border="1" data-bbox="760 1293 1390 1562"> <thead> <tr> <th colspan="2">Building Entrance Details</th> </tr> </thead> <tbody> <tr> <td>Building Type:</td> <td>Multifamily/Walkup Apts (Shared Entrance) ▾*</td> </tr> <tr> <td>Building Status Type:</td> <td>Initial Approval Completed</td> </tr> <tr> <td>Bar Code Number:</td> <td><input type="text"/> Reserved for future use</td> </tr> <tr> <td>Floor Count:</td> <td><input type="text" value="3"/>*</td> </tr> <tr> <td>Total Units Count:</td> <td>9</td> </tr> <tr> <td>Construction Date:</td> <td><input type="text" value="02/28/1941"/> MM/DD/YYYY</td> </tr> </tbody> </table>	Building Entrance Details		Building Type:	Multifamily/Walkup Apts (Shared Entrance) ▾*	Building Status Type:	Initial Approval Completed	Bar Code Number:	<input type="text"/> Reserved for future use	Floor Count:	<input type="text" value="3"/> *	Total Units Count:	9	Construction Date:	<input type="text" value="02/28/1941"/> MM/DD/YYYY								
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Bar Code Number:	<input type="text"/> Reserved for future use																						
Floor Count:	<input type="text" value="3"/> *																						
Total Units Count:	9																						
Construction Date:	<input type="text" value="02/28/1941"/> MM/DD/YYYY																						

<p>6. Perform the following tasks on the Unit Tab:</p> <ul style="list-style-type: none"> • Edit, add, and (in some cases) delete unit records. • Upload building/unit data. • View Upload Error Reports. 	<div style="border: 1px solid black; padding: 5px;"> <p>Unit Information</p> <p>Unit Number: 10165</p> <p>Entrance Number: 1</p> <p>ACC Unit Indicator: Yes</p> <p>Door Number: H</p> <p>Bedroom Count: 1</p> <p>Unit Status Type: Initial Approval Completed</p> </div>																		
<p>7. Submit Building/Unit data.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Submit Data For Approval Save</p> </div>																		
<p>8. Generate reports.</p>	<div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 5%;"></th> <th style="width: 45%;">Development Code</th> <th style="width: 50%;">Development Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>LA011001</td> <td>MID-CITY HEIGHTS</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LA011002</td> <td>WOODLAND ACRES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LA011003</td> <td>MID-CITY HEIGHTS</td> </tr> <tr> <td><input type="checkbox"/></td> <td>LA011004</td> <td>CANAL PLAZA</td> </tr> <tr style="background-color: #800000; color: white;"> <td><input checked="" type="checkbox"/></td> <td colspan="2">Select/Deselect All</td> </tr> </tbody> </table> <p>Building Status In Inventory</p> <p>Select Report Type <input type="radio"/> Summary <input type="radio"/> Summary by Development <input checked="" type="radio"/> Detailed</p> </div>		Development Code	Development Name	<input type="checkbox"/>	LA011001	MID-CITY HEIGHTS	<input type="checkbox"/>	LA011002	WOODLAND ACRES	<input type="checkbox"/>	LA011003	MID-CITY HEIGHTS	<input type="checkbox"/>	LA011004	CANAL PLAZA	<input checked="" type="checkbox"/>	Select/Deselect All	
	Development Code	Development Name																	
<input type="checkbox"/>	LA011001	MID-CITY HEIGHTS																	
<input type="checkbox"/>	LA011002	WOODLAND ACRES																	
<input type="checkbox"/>	LA011003	MID-CITY HEIGHTS																	
<input type="checkbox"/>	LA011004	CANAL PLAZA																	
<input checked="" type="checkbox"/>	Select/Deselect All																		

Appendix B

Defining Structure Types

Defining Structure Types

for PIC - Building and Unit Data

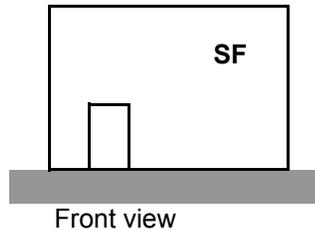
Single Family/Detached (SF)

C:\PIC\Guidance\Structure Drawings.xls

11/18/2003 DMcM

A structure that consists of a single living unit and is surrounded by permanent open spaces.

One configuration

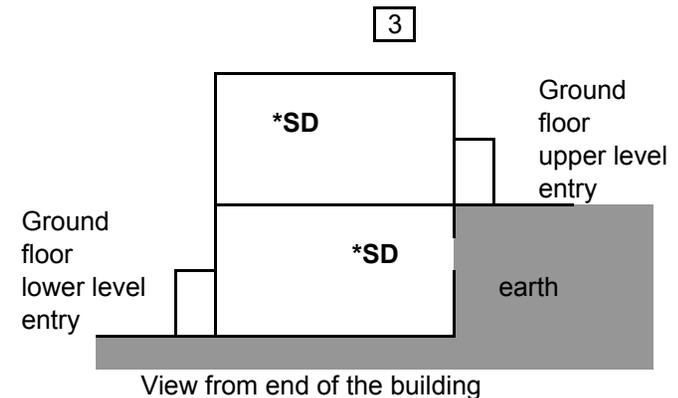
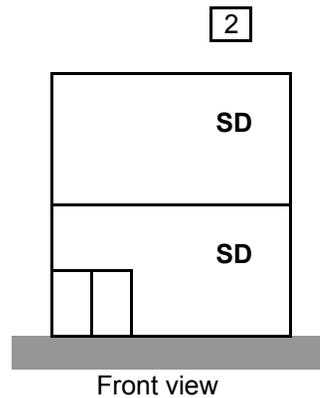
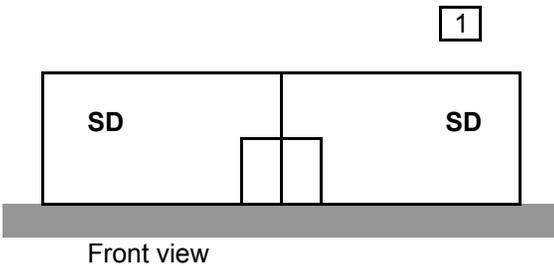


One building
One entrance
One address

Semi-Detached (SD) (duplex)

A structure containing two separate living units, surrounded by permanent open space.

3 configurations:



* If more than two units this is a Row/Townhouse Dwelling (RW) or a Walk-Up/Multifamily Apartment (WU)

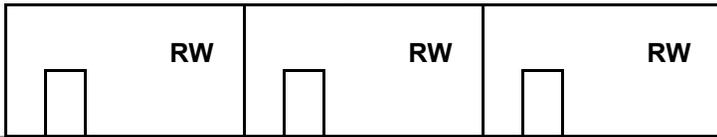
Row/Townhouse Dwelling (RW)

A structure containing three or more separate living units, each having individual outside entrances at ground level (which may face in different directions)
Each unit may have more than one level.

3 configurations

1

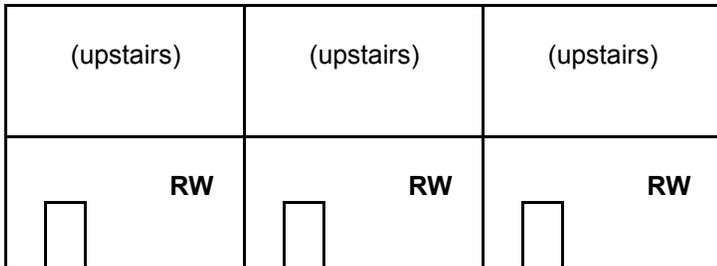
Front view



One building
3 units/entrances
3 addresses

2

Front view

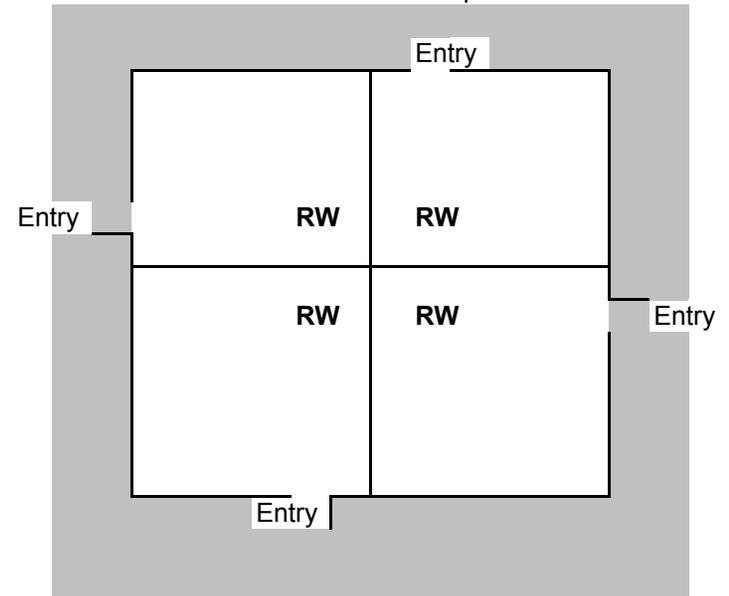


One building
3 units/entrances
3 addresses

One building
4 entrances - 4 addresses - 4 units

3

View from above Quadrplex

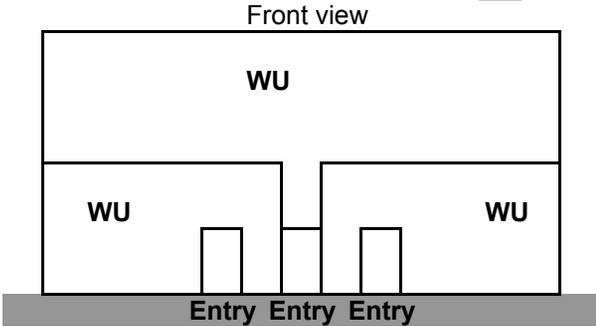


Walk-UP/ Multifamily Apartment (WU)

More than one dwelling on more than one level with one or more entrances at ground level.
But not a SD - Semi-Detached !

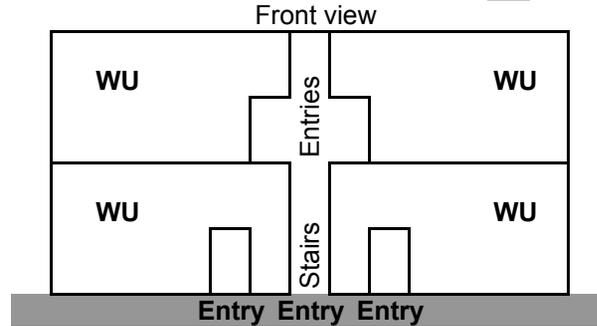
4 configurations

1



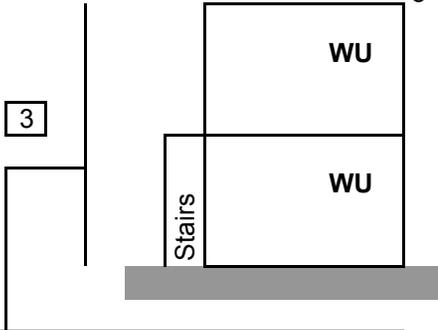
One building
3 entrances
3 addresses
3 units

2



One building
3 entrances
3 addresses
4 units
Second level requires door numbers
At least 2 door numbers

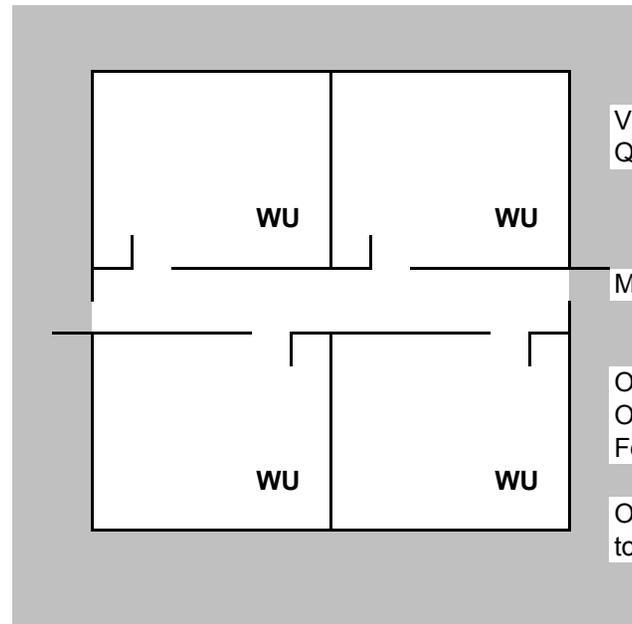
View from end of building



One building
One address
(the building's)
6 units
6 door numbers

3

4

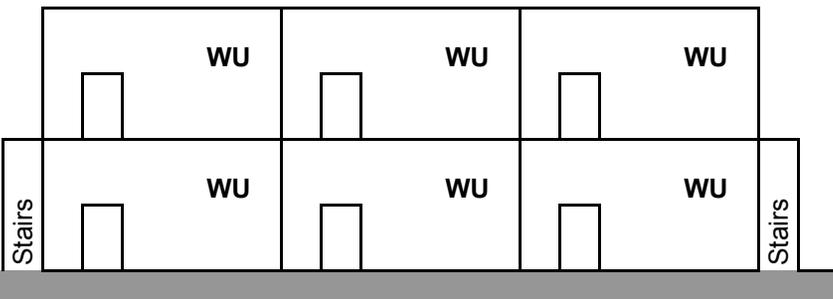


View from above
Quadrplex

Main entrance to the building

One building
One entrance
Four units

Only the main entrances
to the units are shown

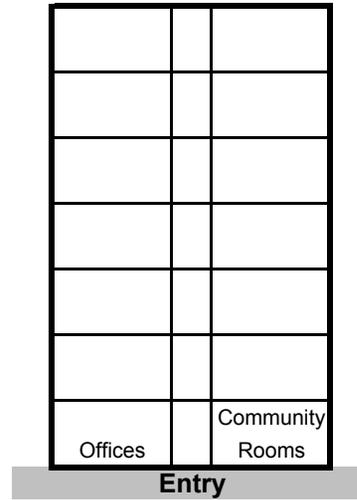


Front view - Motel style - 6 units

Elevator Structure (ES)

Any high-rise structure for which an elevator is required under the Minimum Property Standards or local building codes.

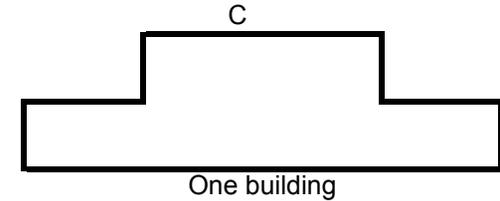
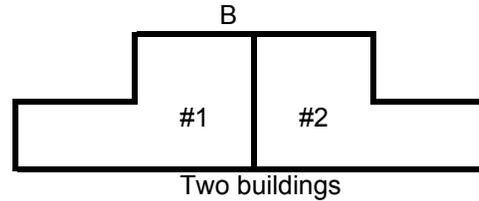
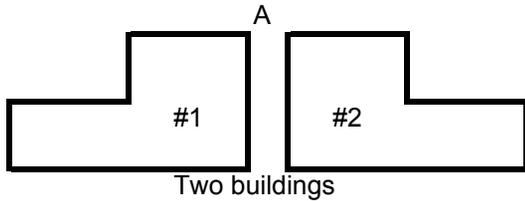
One configuration



One building
One entrance (the main entrance)
One address
7 floors
12 units
more than 12 door numbers

Buildings and Entrances

Viewing from above



If two structures are the mirror image of each other and are placed against each other as is presumed in the case of "B", they are two different buildings having different entrances.

In the case of "B", if #1 was built first and #2 is an addition the PHA probably treats #1 and #2 as two separate buildings and they should be so designated in PIC.

If two structures share a common wall or common (unbroken) roof, they are one building (as in "C") and may have more than one main entrance, each serving a different set of units.

Appendix C

Building and Unit Data Entry Guidance

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
Once these 5 fields are approved the data cannot be changed !																			
participant_code	development_number	building_number	building_number_entrance	unit_number	ssn_head	first_name	last_name	occupancy_date	door_number	floor_number	bedroom_count	unit_tenant_type_code	acc_unit_ind	unit_details_complete_ind	unit_type_code				
for instance: IL002	for instance: IL002001				Leave these fields blank														
Alphanumeric max. 5	A/n max. 11	A/n max. 6	A/n max. 3	A/n max. 10						A/n max. 5	A/n max. 3	Integer	A/n max. 5	A/n max. 3	Integer	A/n max. 5	Max. 1	Max. 1	Max. 2
The code that HUD uses to identify this PHA	The code that HUD uses to identify this project	The PHA's code number for the building	The PHA's code number for this entrance to the building	The same as the inventory number the PHA uses for this unit. For some PHAs this may be the same as the door number.						Required for WU and ES type units	The floor in the building on which the entry to this unit is located.	The number of bedrooms in the unit	The type of tenant occupying the unit	Indicate "Y" for Yes or "N" for No	Enter "Y" if all information has been supplied	Indicates the type of unit being uploaded.			
		Not the number of buildings in the development.	Not the number of entrances that are in the development.	Not how many units there are.	Optional for SF, SD, and RW type units			Leave blank if unit is vacant, a non-dwelling unit, or a merged unit	Indicate if the unit is in the ACC - Annual Contributions Contract	"Y" indicates the unit information is complete & ready for HUD approval.	FA=Family Unit EL=Unit designated as Elderly Unit ND=Non-Dwelling MU=Merged Unit								
											EM = Employee LE = Law Enforcement RT = Regular Tenant								

Guidance for Completing the *Building Spreadsheet* - PIC

P113PT_DEVELOPMENT_BUILDING_ENT

C:\PIC\Guidance\Bldg-Unit Uploads-11-19-03.xls

DMcM 11/19/2003

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Once these three fields are approved the data cannot be changed !															
development_number	building_number	building_number_entrance	building_name	building_type_code	floor_count	unit_count	construction_date	comment_text	address_line1_text	address_line2_text	city_name	county_name	state_code	basic_zip_code	zip_extension_code
for instance IL013001	for instance 001001	for instance 1	for instance null	for instance RW	2	1	for instance 3/31/1989	NA	for instance 123 N Elm	NA	for instance Chicago	for instance Cook	IL	for instance 60606	for instance 1234
Alphanumeric max. 11	A/n max. 6	A/n maximum 3	Max. 50	Maximum 5	Integer	Integer	Date	A/n max. 255	Max. 255	Max. 255	Max. 50	Max. 50	Max. 2	Numeric max. 5	Numeric Max. 4
The code that HUD uses to identify this project	The PHA's code for this building	PHA's code number for this entrance to the building	Name of the building - optional	Description of the building ES=Elevator Structure* RW=Row or Townhuse SD=Semi-Detached SF=Single Family/Detached (duplex) WU=Walk-Up/Multifamily Apt.*	Total number of floors served by this entrance Includes floors with units and floors without units	Total number of dwelling units served by this entrance Include spaces which were originally used as dwelling units and have not been de-programed.	Optional, but if a date is entered use the format: MM/DD/YYYY Must not be greater than the current date.	Optional General comments about the building or building entrance	Use the address the police and fire department use for this building/entrance Optional	Optional				5 digit zip code	Optional 4 digit code
	Not how many buildings there are in the development.	Not how many entrances there are in the building, nor a secondary service entrance.		* Use door numbers in Unit Spreadsheet (table).					<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>After HUD approval of the building and unit data, there are 5 identifications which cannot be changed: 1 - the PHA ID (ie. IL002); 2 - the development (project) ID; 3 - the building ID; 4 - the entrance ID; and 5 - the unit ID.</p> </div>						

Appendix D

**Instructions for CSV File Format
and**

**Table for the Field References on the Upload Error
Report Page**



Uploading Building and Unit Data Using a Comma Separated Values(CSV) File

A CSV file allows you to export the values in a database table as a series of ASCII text lines. A bar “|” separates each column value from the next column value, and each row starts a new line. When you decide to submit your data in the CSV format you must ensure that the text file is correctly formatted. Each row of data must be structured in the order that is specified in the detailed instructions listed below. Also the rows must contain the appropriate data elements for that particular column. If a specific column for a row of data is not available and is not required you must still insert a placeholder for that column by adding a |. Please follow the detailed instructions on the file layout and content.

File Format

You will be required to submit a separate file for your building and unit records.

1. All files should have **.csv** as the file extension, for example; mybuilding.csv.
2. The first row of all files must contain a header that identifies the subsequent records.
3. All rows of data records must be separated by a new line or hard return.

Examine the example below for guidance on how to format your data for submission to HUD..

Example of unit records in CSV format. File name: myunit.csv

development_number|building_number|building_number_entrance|building_name|building_type_code|floor_count|unit_count|construction_date|comment_text|address_line1_text|address_line2_text|city_name|county_name|state_code|basic_zip_code|zip_extension_code

AKP001005 | 300 | 1 | Plaza 1 | EL | 12 | 10000 | 06/06/2000 | high rise Building | 1401 SOUTH Street | | Some City | Some County | AK | 20001 | 1002

AKP001005 | 302 | 1 | Garden | EL | 12 | 10000 | 06/06/2000 | high rise Building | 1401 SOUTH Street | | Some City | Some County | AK | 20001 | 1002

Example of two Building Records in CSV format. File name: mybuilding.csv

participant_code|development_number|building_number|building_number_entrance|unit_number|ssn_head|first_name|last_name|occupancy_date|door_number|floor_number|bedroom_count|unit_tenant_type_code|acc_unit_ind|unit_details_complete_ind|unit_type_code

AK001| AK00100511 | 3 | 1 | A1234 | 111111111 | FIRST NAME | LAST NAME | 05/18/2000 | A1 | 3 | 2 | RT | Y | Y | FA

AK001| AK00100511 | 3 | 1 | A1236 | 111111111 | FIRST NAME | LAST NAME | 05/18/2000 | A1 | 3 | 2 | RT | Y | Y | FA



Detail instructions for data

Building Template

No.	Building Field	Description	Instructions	Data Type / Field Length
1.	Development Number	The code that HUD uses to uniquely identify developments managed by a Housing Authority.	Should not be blank. Should be a valid Development number in PIC. Character position 1- 5 is the Participant Code, character position 6 - 8 Development Number and character position 9 -11 optional suffix.	Alphanumeric Max 11
2.	Building Number	The code that uniquely identifies a building structure.	Should not be blank.	Alphanumeric Max 6
3.	Building Entrance Number	The code that uniquely identifies a building entrance within a development / building.	Should not be blank. If only a single Building Entrance enter "1". The particular entrance corresponds to a unique postal address.	Alphanumeric Max 3
4.	Building Name	The name of the building.	Optional.	Max 50
5.	Building Type Code	Provides a description of the architecture of a building or building entrance.	Should not be blank. The allowable values are: <ul style="list-style-type: none">• ES - Elevator Structure• RW - Row or Townhouse Style• SD - Semi Detached• SF - Single Family/Detached• WU - Walkup/Multifamily Apt.	Max 5
6.	Floor Count	The number of floors in the building where units that can be occupied exist.	Should not be blank.	Integer
7.	Total Unit Count	Number of units within a building or building entrance. This total includes non-dwelling, and merged units. This total does not include fully demolished or disposed units.	Should not be blank. In the units template, the number of units assigned to this particular building cannot exceed this count.	Integer



PIH Information Center

No.	Building Field	Description	Instructions	Data Type / Field Length
8.	Construction Date	The completion date of the development. For developments with multiple buildings, this is the completion date of the last building that was complete.	Optional. A valid date in the format MM/DD/YYYY. The date should not be greater than the current date.	Date
9.	Comment Text	General comments about the building or building entrance.	Optional. General comments about the building or building entrance.	Max 255
10.	Address Line1 Text	Number and Street (Building or Building Entrance)	Should not be blank.	Alphanumeric Max 255
11.	Address Line2 Text	Street/Suffix (Building or Building Entrance)	Optional.	Max 255
12.	City Name	City (Building or Building Entrance)	Should not be blank.	Max 50
13.	County Name	County (Building or Building Entrance)	Should not be blank.	Max 50
14.	State Code	State (Building or Building Entrance)	Should not be blank. A valid two-character code to identify the state.	Max 2
15.	Basic Zip	Zip code (Building or Building Entrance)	Should not be blank.	Numeric Max 5
16.	Zip Extension Code	Zip code suffix (Building or Building Entrance)	Optional.	Numeric Max 4



Unit Template

No.	Unit Field	Description	Instructions	Data Type / Field Length
1.	Participant Code	The code that HUD uses to uniquely identify individual Housing Authorities.	Should not be blank. Should be a valid Participant Code.	Alphanumeric Max 5
2.	Development Number	The code that HUD uses to identify all developments that belong to the housing authorities.	Should not be blank. Should be a valid Development Number in PIC. Character position 1-5 Participant Code, character position 6 - 8 Development Number and character position 9 -11 optional suffix.	Alphanumeric Max 11
3.	Building Number	The code that uniquely identifies a building structure within a development.	Should not be blank. Should be unique across developments.	Alphanumeric Max 6
4.	Building Entrance Number	The code that uniquely identifies a building entrance within a development / building.	Should not be blank. If only a single Building Entrance enter "1". The particular entrance corresponds to a unique postal address.	Alphanumeric Max 3
5.	Unit Number	Unit number within a building (e.g., Apt #).	Should not be blank.	Alphanumeric Max 10
6.	SSN Head	The social security number of the head of the household for each unit.	Optional. Should be blank if the unit is vacant ¹ . Should be blank if the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Numeric Max 9
7.	First Name	First name of head of household occupying unit.	Optional. Should be blank if the unit is vacant. Should be blank if the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Alphanumeric Max 25
8.	Last Name	Last name of head of household occupying unit.	Optional. Should be blank if the unit is vacant. Should be blank if the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Alphanumeric Max 35

¹ The Social Security Number field should be populated for all occupied units. If the unit is vacant, no social security number is required in this field.



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No.	Unit Field	Description	Instructions	Data Type / Field Length
9.	Occupancy Date	The date that a tenant occupies a unit. This date must be the later of the lease date or move-in date.	Optional. A valid date in the format MM/DD/YYYY. Should be blank if the unit is vacant. Should be blank if the Unit Type is ND (Non-Dwelling) or MU (Merged Unit).	Date
10.	Door Number or Apartment Number	The code that is used to uniquely identify each unit within a specific building.	Should not be blank for multiple units in a single building (For example, elevator structure or multifamily apt.). Should be blank for one unit in a single building (For example, Townhouse or Single Family).	Alphanumeric Max 5
11.	Floor Number	Refers to the floor number on which each unit is located within a building.	Should not be blank. This value should be (1) for the following building types: <ul style="list-style-type: none"> • RW - Row or Townhouse Style • SD - Semi Detached • SF - Single Family/Detached 	Alphanumeric Max 3
12.	Bedroom Count	Number of bedrooms in a unit.	Should not be blank. Should be greater than or equal to zero.	Integer
13.	Unit Tenant Type	Indicates the type of tenant who is occupying the unit.	This field should not be blank if the unit is occupied: <ul style="list-style-type: none"> • EM - Employee • LE - Law Enforcement • RT - Regular tenant Should be blank if the unit type is ND (Non-Dwelling) or MU (Merged Unit). A HUD 50058 form is not required if the unit tenant type is EM or LE.	Max 5
14.	ACC Unit Ind.	Indicates whether a unit qualifies under the Annual Contribution Contract (ACC) program.	Should not be blank. Must be either Y or N.	Max 1
15.	Unit Details Complete Ind.	Indicates that the unit information which is being uploaded in the spreadsheet is complete and ready to be submitted to HUD for approval.	Should not be blank. This column should always be set to Y.	Max 1



PIH Information Center

No.	Unit Field	Description	Instructions	Data Type / Field Length
16.	Unit type	Indicates the type of unit that is being uploaded.	Cross check in the code table if such a code exists. The allowable values are: <ul style="list-style-type: none">• FA - Family Unit• EL - Designated as Elderly Unit• ND - Non-Dwelling• MU - Merged Unit	Max 5