

# Table of Contents

<b>Logging on to PIC .....</b>	<b>1</b>
<b>The Executive Summary Module .....</b>	<b>4</b>
<b>What Is the Executive Summary Module? .....</b>	<b>4</b>
<i>Objectives .....</i>	<i>4</i>
<b>Navigating to the Executive Summary Module .....</b>	<b>5</b>
<b>Selecting a Public Housing Authority .....</b>	<b>6</b>
<i>Finding a Field Office PHA .....</i>	<i>7</i>
<i>Finding a Troubled Recovery Center PHA .....</i>	<i>8</i>
<b>Selecting a Filter .....</b>	<b>9</b>
<b>Generating and Using the Report .....</b>	<b>13</b>

## Logging on to PIC

To log on to the Public and Indian Housing (PIH) Information Center (PIC), you need a user ID and password. If you are a PHA employee and do not have a user ID or password, please contact your **executive director**. If you are a HUD employee, contact your **PIC coach**.

To access the system:

1. Go to the PIH home page at <http://www.hud.gov/offices/pih/>.  
*A Quick Find List is at the bottom right of the PIH home page. Items are listed in alphabetical order.*

**Office of Public and Indian Housing (PIH)**

**Highlights**

- ▶ **Section 8 Homeownership Program: Downpayment Assistance Grants and Streamlining Amendments; Final Rule** - The downpayment grant option outlined by this final rule is not effective until further notice from HUD. However, this final rule also contains several significant changes to the monthly homeownership assistance payments option that are effective November 18, 2002, including the elimination of the recapture provision and changes to the minimum income requirement.
- ▶ **PIH and the Federal Deposit Insurance Corporation (FDIC) Launch the Money Smart Program to Over 4000 Public Housing Authorities.**
- ▶ **2002 HOPE VI Revitalization Application Kit is available.** The Kit is available online, in addition to being sent in hardcopy form to PHAs.
- ▶ HUD vs. Rucker decision
  - ▶ **Legal Opinion** - August 15, 2002
  - ▶ **Letter to PHA Directors** - June 6, 2002
- ▶ **FRS 4.0** is now available.
- ▶ Visit the **PIH Small Business Opportunities** web site for PIH Contracting Opportunities and other useful tips.

[Highlights archive ...](#)

**Public Housing Assistance**

Do you need public housing assistance? Would you like to find specific information about public housing programs? Please **contact your local public housing agency** for help.

You can also visit the **PIH Information and Resource Center** page or call the toll-free number: 1-800-955-2232 for more information. The PIH Information and Resource Center is staffed to answer questions/ inquiries from the public and PHAs regarding public housing and housing choice voucher programs and regulations.

**Quick Find**

Highlight an item below and click on "Go to this page" to access some of our most popular items. Please visit our [site index](#) for a complete list of pages on the PIH Web site:

- Public Housing Agency Contacts
- Public Housing Agency Plans
- Public Housing Fact Sheet
- Public Housing Guidebook
- Public Housing Programs
- Public Housing Reform

**Recent Notices**

[See all of the PIH notices ...](#)

- ▶ **PIH 2002-22** - Units with Low-Income Housing Tax Credit Allocations Combined with Housing Choice Voucher Assistance under the Tenant-Based and Project-Based Programs.
- ▶ **PIH 2002-21** - Submission and Processing of Public Housing Agency (PHA) Applications for

*This graphic displays the PIH home page.*

2. Scroll to **PIC – PIH Information Center**.
3. Select **PIC – PIH Information Center** with your mouse.
4. Click the link titled **Go to this page**.  
*The PIH Information Center home page appears.*

5. Click the link titled **Logon to PIC**. It is located in the center of the screen. You can also click the link titled **Logon to the PIC System** in the Quick Access box.

*The PIH Information Center logon screen appears.*

Public and Indian Housing Text only | Search/index

[Home](#) > [About HUD](#) > [Public and Indian Housing](#) > [Online systems](#) > PIH Information Center (PIC)

## PIH Information Center (PIC)

### What Is the PIH Information Center (PIC)?

The PIH Information Center (PIC) allows Housing Authorities (HAs) to electronically submit information to HUD.

- ▶ [Logon to PIC](#)
- ▶ [System Requirements](#)
- ▶ [Technical Support](#) (Job Aids & Help)

### Sub-Modules

PIC consists of several sub-modules including: Section 8 Management Assessment Program (SEMAP), Event Tracking System, Unit Collection, Reference, Security, HA Profiles, Occupancy Report, Form HUD-50058, and the Office of Native American Programs (ONAP) Annual Performance Report (APR).

- ▶ [Form-50058](#)

#### Local information

- ▶ [Print version](#)
- ▶ [E-mail this to a friend](#)

#### Quick Access

If you already have a User ID and Password, use the link below to logon into the PIC system:

[Logon to the PIC System](#) ▶

#### What's New

- ▶ [PIC release 3.6.5](#) has been implemented. Attached is a [summary of the changes](#) included in the release.
- ▶ A new [patch to FRS 4.0](#) has been released.
- ▶ [PIC release 3.6.3](#) has been implemented. Attached is a [summary of the changes](#)

*This graphic displays the PIC home page.*

6. Enter your user ID and password in the boxes on the screen.
7. Click the button titled **Logon to PIC**.  
*The PIC main page appears.*

When you first log on to PIC, the User Profile screen appears. You need to confirm the information on the page.

To confirm the information:

1. Verify the information in the dialog boxes. Fill in any blank spaces.
2. Click the **Save** button on the bottom right side of the screen.  
*You are now on the PIC main page.*

**Note:** The only time you have to verify your User Profile is the first time you log on to PIC.

# The Executive Summary Module

## What Is the Executive Summary Module?

Every Public Housing Agency (PHA) is unique. With thousands in existence, getting up-to-date, customized information on a particular PHA can be challenging.

Through the **Executive Summary Module**, you can locate the latest address, contact information, performance scores, funding data, and inventory statistics for a particular PHA. By generating one of these summaries, anyone from a PHA staffer to a senior HUD manager can gain an accurate PHA snapshot 24 hours a day, 7 days a week.

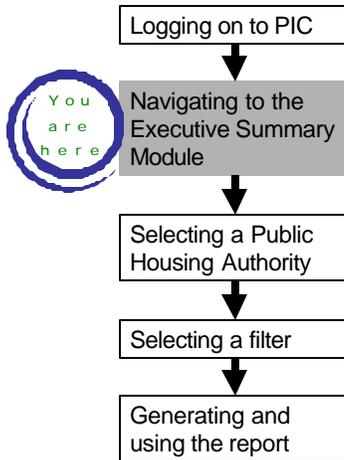
The information in the summaries is provided directly by the PHAs through the **Housing Authority (HA) Information Submodule**. The exception is the PHA's performance scores, which are posted by the Real Estate Assessment Center (REAC). Updates occur in real time. After a PHA changes the input, the Executive Summary for that PHA displays the new information.

## Objectives

In this manual, we show you how to:

1. [Navigate](#) to the **Executive Summary Module**.
2. [Select the PHA](#) that interests you.
3. Request the information you need via [filters](#).
4. Generate an Executive Summary [report](#).

## Navigating to the Executive Summary Module

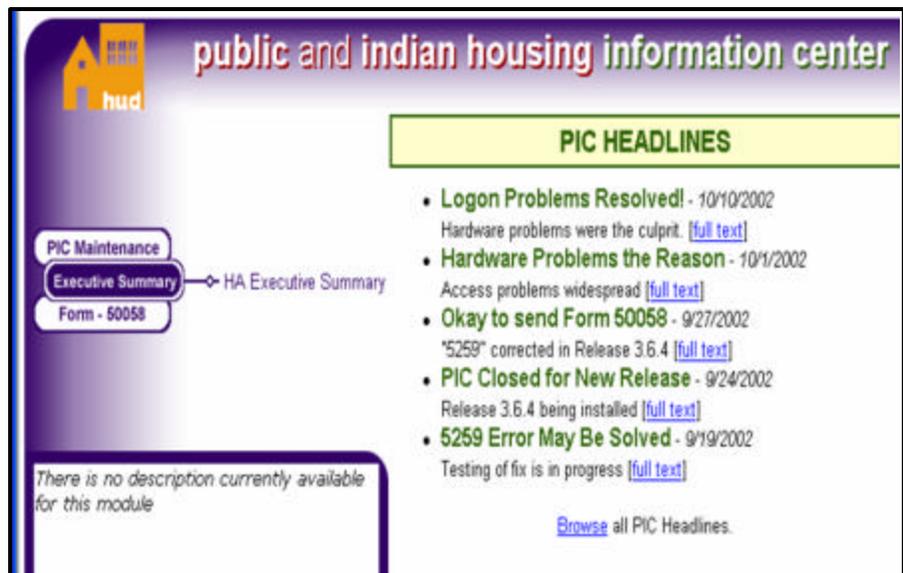


In order to access the information you need, you first must find the **Executive Summary Module** page. This section takes you through the navigational steps.

After you log on to the PIC system and verify your User Profile (see the **Logging on to PIC** section of this manual), the PIC main page is displayed. The modules available to you are listed on the left side of the page.

To access the Executive Summary Module:

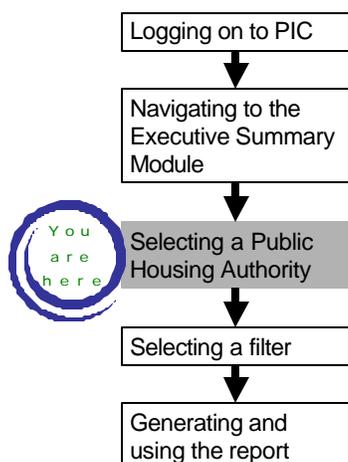
1. Move your mouse over the **Executive Summary** button. *A link appears just to the right of the button that reads HA Executive Summary.*
2. Click the link to go to the module page.



*This graphic displays the PIC main page.*

**Note:** A summary of the PIC modules is in Appendix A. If you are a PHA employee and want to gain access to more modules, contact your executive director. If you are a HUD employee, contact your PIC coach.

## Selecting a Public Housing Authority



The Executive Summary Module enables you to find information on all field office PHAs, including those associated with Troubled Agency Recovery Centers (TARCs). These centers are located in Cleveland, OH, and Memphis, TN. They help PHAs designated as “troubled” under the Public Housing Assessment System (PHAS), or Section 8 Management Assessment Program (SEMAP), improve performance and achieve sustainable recovery.

To obtain information about a particular PHA, you first must identify the PHA you are looking for. The PIC system presents a series of dialog boxes at the top of the module to make the selection process fast and easy. These options are designed to locate the exact PHA you are looking for by identifying the hub and field office associated with that PHA.

To select an option:

1. Click the box containing a down arrow on the right side of the dialog box.  
*A list of options appears.*
2. Click the option you want from the list. You can also use the up and down arrows on your keyboard to select the option you want from the list.

Field Office HA
Field Office HA
TARCHA
Other Operations

*This graphic displays an example of the list that appears when you click the down arrow on a dialog box.*

**Note:** Access to any HA Executive Summary is determined by security clearance. For example, PHA users have access only to their own Executive Summary. Some HUD users can look only at the summaries for their particular state.

## Finding a Field Office PHA

The following steps demonstrate how to select a particular field office PHA. Refer to Appendix B if you do not know the hub or field office information needed to find a particular field office PHA. It contains a complete list of PHA names, associated hubs and field offices, and HA codes.

To find a field office PHA:

1. Click **Field Office HA** in the **Select View** dialog box.  
*The module formulates the rest of the search criteria to present only Field Office HA options.*

**Note:** *Field Office HA* is the default option for the **Select View** dialog box.

2. Click **PO Field Office Operations** in the **HQ Office** dialog box. (PO is the agency code for Field Office Operations.)  
*If the **Select View** box reads *Field Office HA*, the **HQ Office** box defaults to *PO Field Operations*. This selection allows you to select the hub, field office, and PHA you want.*

**Note:** There are several other options listed in the **HQ Office** dialog box. These exist for system expansion purposes and, if selected, result in the following message: **There are no Hubs for the currently selected HQ Office. Please select a different HQ Office.**

3. Click the hub, in the **Hub** dialog box, in the closest geographic proximity of the PHA you want. If you do not know this information, refer to Appendix B.
4. Click the field office, in the **Field Office** dialog box, in the closest geographic proximity of the PHA you want.  
*The **Field Office** dialog box appears only if there is more than one field office associated with the hub you have selected.*
5. Click the desired PHA from the **Housing Authority** dialog box.

**Note:** Depending on security clearance, certain PHA and HUD users have limited access to hub, field office, and housing authority options. If you are a PHA user unable to locate the housing authority you are looking for, contact your **executive director**. If you are a HUD user, contact your **PIC coach**.

## Finding a Troubled Agency Recovery Center PHA

The following steps demonstrate how to select a particular TARC PHA. Refer to Appendix B if you do not know the hub or field office information needed to find the TARC PHA you are looking for. Appendix B contains a complete list of PHA names, associated hubs and field offices, and HA codes.

To find a Troubled Agency Recovery Center (TARC) PHA:

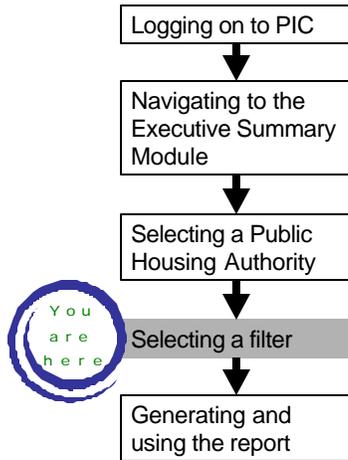
1. Click **TARC HA** in the **Select View** dialog box.
2. Click **PB Office of Troubled Agency Recovery** in the **HQ Office** dialog box. (PB is the agency code for the Office of Troubled Agency Recovery.)

*The module automatically enters the **HQ Office** entry as **PB Office of Troubled Agency Recovery**. This selection allows you to find the TARC PHA you are looking for.*

**Note:** There are several other options listed in the **HQ Office** dialog box. These exist for system expansion purposes and, if selected, result in the following message: **There are no Hubs for the currently selected HQ Office. Please select a different HQ Office.**

3. Click either **Memphis, TN**, or **Cleveland, OH**, in the **TARC** dialog box.  
*Choose the TARC that administers the PHA you are looking for. If you do not know the information, refer to Appendix B.*
4. Click the selection you want from the **Housing Authority** dialog box.

## Selecting a Filter



After choosing the PHA, you need to select the type of information the report will contain. The **Housing Executive Report Filters** are actually topics you can include in an Executive Summary report.

The following table shows what filters are available and what they do.

Filter	Information Presented	Examples and Notes
<i>Details</i>	• HA code	
	• HA program type	Low-rent, Combined, or Section 8
	• Assigned HUD office	
	• Formal name of HA	
	• HA FY Year end	
<i>Address</i>	• Physical address	
	• Mailing address	
<i>Contacts/ Staff</i>	• Title and name of HA contacts	PHA mayor, PHA board chairperson, and <b>PHA executive director</b>
	• Telephone numbers and extensions	
	• Email addresses	
<i>Inventory</i>	• An HAs low rent development totals	
	• An HAs low rent unit totals	
	• Section 8 information (if available)	Increments and units

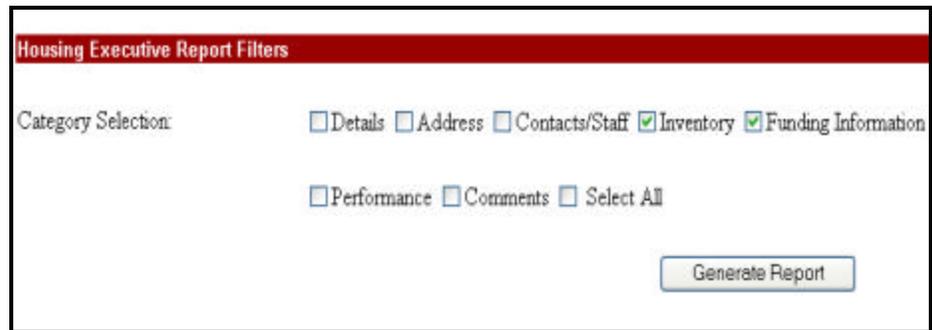
Filter	Information Presented	Examples and Notes
<i>Funding Info</i>	<ul style="list-style-type: none"> <li>The different types of formula grants</li> </ul>	Capital Fund Grants (CFP), Competitive Grants (Comp Grants), HOPE VI, Operating Subsidies, Economic Development and Supportive Service Grants (EDSS), Public Housing Development Grants (PDEV)
	<ul style="list-style-type: none"> <li>Grant funding going back 5 years</li> </ul>	Fiscal years the grants were awarded, amount authorized, amount disbursed, amount obligated, amount expended
	<ul style="list-style-type: none"> <li>Section 8 funding</li> </ul>	Certificates and vouchers, fiscal years the grants were awarded, amount authorized, amount disbursed
<i>Performance</i>	<ul style="list-style-type: none"> <li>Public Housing Assessment System (PHAS) score</li> </ul>	Individual PHAs are responsible for submitting performance criteria to the Real Estate Assessment Center (REAC) for scoring in the PHAS system. REAC then posts the scores to a database. The module draws the performance scores from this database. Unavailable scores in an Executive Summary can be due to several factors, including: <ol style="list-style-type: none"> <li>REAC has not posted them yet</li> <li>Criteria are not submitted for the FY yet</li> <li>The evaluation is ongoing.</li> <li>PHA has requested a waiver</li> </ol>
	<ul style="list-style-type: none"> <li>Section 8 Management Assessment Program (SEMAP) score</li> </ul>	The SEMAP score is generated by PIC's <b>SEMAP Certification Module</b>

Filter	Information Presented	Examples and Notes
<i>Comments</i>	<ul style="list-style-type: none"> <li>Any information the PHA deems important to the Executive Summary, including the last five “executive” comments for the PHA</li> </ul>	
<i>Select All</i>	<ul style="list-style-type: none"> <li>Puts a check by all the filters</li> </ul>	

To select a filter, click the box next to the label. A check appears in the box.

For instance, if you want to view only the current funding information and inventory statistics for the PHA you are interested in:

1. Select the PHA you want to view. For more information, see the **Selecting a Housing Authority** section.
2. Click the boxes to the left of the inventory and the funding information filters.



Housing Executive Report Filters

Category Selection:  Details  Address  Contacts/Staff  Inventory  Funding Information

Performance  Comments  Select All

Generate Report

*This graphic demonstrates the filter selection with the Inventory and Funding Information options checked.*

3. Click **Generate the Report**.

(See the next section for more information on this step.)

## Generating and Using the Report

Logging on to PIC

Navigating to the Executive Summary Module

Selecting a Public Housing Authority

Selecting a filter

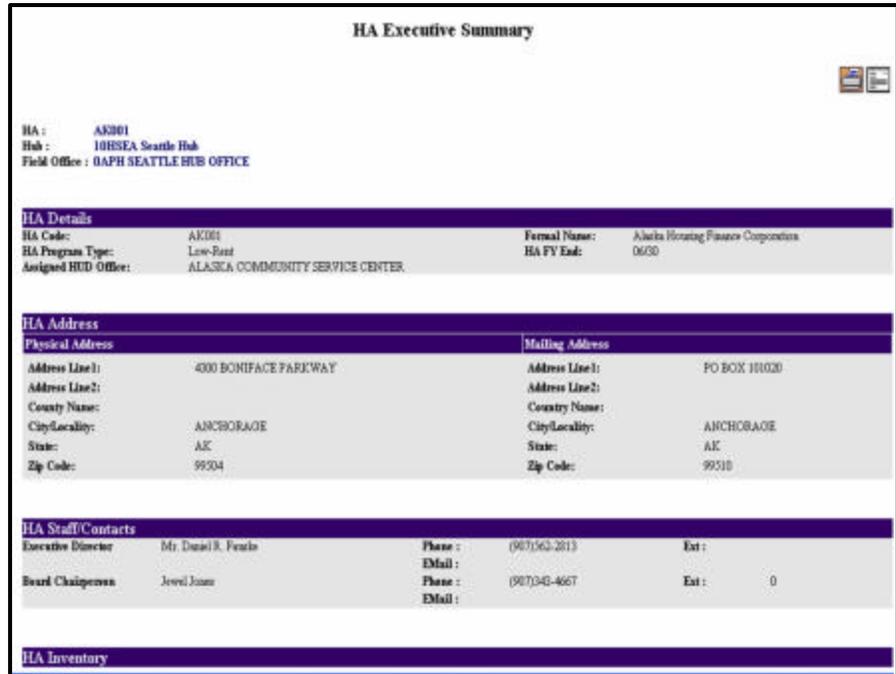
Generating and using the report



The final step in the process is to generate the report.

Click the button labeled **Generate Report** on the bottom right side of the module. 

*A new screen appears and display the Executive Summary for the PHA you have selected.*



HA Executive Summary			
HA :	AK001		
Hub :	10HSEA Seattle Hub		
Field Office :	0APH SEATTLE HUB OFFICE		
HA Details			
HA Code:	AK001	Formal Name:	Alaska Housing Finance Corporation
HA Program Type:	Low-Rent	HA FY End:	06/30
Assigned HUD Office:	ALASKA COMMUNITY SERVICE CENTER		
HA Address			
Physical Address		Mailing Address	
Address Line1:	4000 BONIFACE PARKWAY	Address Line1:	PO BOX 101020
Address Line2:		Address Line2:	
Country Name:		Country Name:	
City/Locality:	ANCHORAGE	City/Locality:	ANCHORAGE
State:	AK	State:	AK
Zip Code:	99504	Zip Code:	99510
HA Staff/Contacts			
Executive Director	Mr. Donald R. Fenske	Phone :	(907)662-2013
		Email :	
Board Chairperson	Jewel Jones	Phone :	(907)343-4667
		Email :	
		Ext :	0
HA Inventory			

*This graphic displays an Executive Summary report.*

The Executive Summary screen provides two options for further use. These are located on the top right of the summary screen.

Select one of the following two options:

1. Print the Report.  
*Prints the report as a Web page.*
2. Download to Text.  
*Downloads the report as a text file onto your computer.*

To generate another report, repeat the process by returning to the module page and selecting the PHA you want to view. For your review, a quick reference guide to using this module is in Appendix C.