



U.S. Department of Housing and Urban Development

Washington State Office
Seattle Federal Office Building
Office of Public Housing
909 First Avenue, Suite 360
Seattle, WA 98104-1000

October 28, 2003

PHA CIRCULAR

**ATTENTION: ALL PUBLIC HOUSING AGENCIES IN THE
JURISDICTION OF THE WASHINGTON STATE OFFICE**

NO. 03-04

SUBJECT: RESOURCES AVAILABLE TO YOUR AGENCY

**APPLIES TO:
LIPH
SECTION 8**

***NOTE: Forms, Handbooks, Notices, and other directives issued by HUD
Headquarters may be ordered by calling 1-800-767-7468, or faxing
an order to (202) 708-2313.***

HUDCLIPS WEBSITE

HUDCLIPS is HUD's directory of all official policies and directives including notices, letters, handbooks and Code of Federal Regulations Title 24. The website contains a "What's New" section that lists all new publications for the last two months. It is recommended that your agency visit this website at least one a week to check for new postings. The address for the HUDCLIPS website is <http://www.hudclips.org>.

PIC ESSENTIALS FOR PHA EMPLOYEES

The Public Housing Information Center (PIC) is the **primary** information system for the Public Housing and Section 8 Housing Voucher programs. Information presented in PIC submodules directly impacts HUD's funding and fiscal planning decisions. Contact information in PIC is regularly used by the Office of Public and Indian Housing and the Real Estate Assessment Center (REAC) for important communications.

Enclosed is a document that outlines PIC essentials for PHA employees. If you have any questions concerning PIC, please contact Suzanne Manville at (206) 220-6231 or Suzanne_Manville@hud.gov.

SINGLE AUDIT ACT (A-133) INDEPENDENT AUDITOR REPORT

Notice PIH 2002-4 (HA) requires that PHAs shall provide one copy of the completed audit report package performed under the Single Audit Act Amendments of 1996 and issued by the

Independent Auditor, to the local HUD Office having jurisdiction over the PHA. In addition to the audit report, the PHA is to submit the Management Letter, the corrective action plan, and any other relevant written communications from the Independent Auditor. This reporting requirement is in addition to the requirement to electronically submit the completed report to the Real Estate Assessment Center via the Financial Assessment Sub-System. Both reports are due no later than nine months after PHA Fiscal Year-End (FYE). For PHAs with FYE December 31, 2002, the audit report package for January 1, 2002, through December 31, 2002, was due to our office by September 30, 2003. If you have any questions, please contact Alfred Heston or Cossette Pontillas at (206) 220-5290.

Sincerely,

/s/ Robin J. Prichard

Robin J. Prichard
Acting Director
Office Of Public Housing

Enclosure



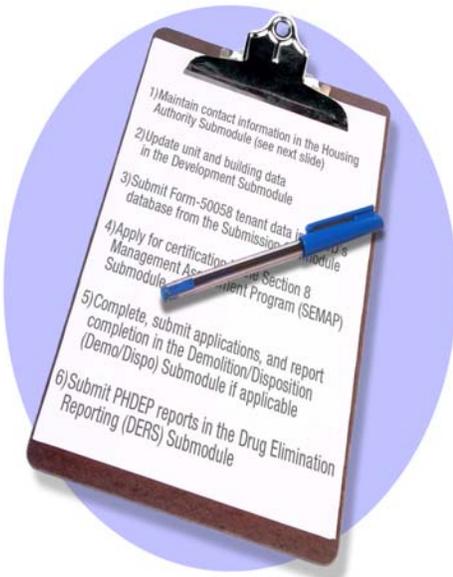
PIC Essentials for PHA Employees

*Your Fundamental Responsibilities in the
Public and Indian Housing Information Center
(PIC)*

October 2003

Perform the Vital Tasks

It is important to perform the PIC tasks that affect your PHA the most¹. Below is a list of tasks ranked in the recommended² order of importance.



- 1) Maintain contact information in the **Housing Authority Submodule** (see next slide).
- 2) Update unit and building data in the **Development Submodule**.
- 3) Submit Form-50058 tenant data into HUD's database from the **Submission Submodule**.
- 4) Submit certifications in the **Section 8 Management Assessment Program (SEMAP) Submodule**.
- 5) Complete, submit applications, and report completion in the **Demolition/Disposition (Demo/Dispo) Submodule** if applicable.
- 6) Submit PHDEP reports in the **Drug Elimination Reporting (DERS) Submodule**.

1. By performing the tasks outlined on here, your PHA will operate more smoothly and effectively. By not performing these tasks, you can encounter problems and confusion, causing issues with management and loss of time.
2. By prioritizing PIC tasks this way, you can maximize the effectiveness of the time you spend at the site.

Concentrate on Communication

- Update the **Housing Authority Submodule**¹ consistently because it contains all of your PHA's pertinent contact information.
- Be sure to input the following PHA information² into the submodule and keep it consistently updated:
 - HA physical and mailing addresses
 - HA e-mail addresses
 - HA contact roles and their physical, mailing, and e-mail addresses
 - Phone and fax numbers for all
- Ask a PIC Coach for assistance if you do not know how to input or update this data (see slide 6).

Housing Authority Details	
HA Code:	ZZ999
Common Name:	Snedley, OH, Town of
Formal Name:	Town of Snedley Housing Authority
Activity Status:	Active
HA Program Type:	Combined
HA FY End:	10/31
Phone Number:	(555) 980-8890 ext 9
Fax Number:	(555) 980-8891
TTY Number:	0
Web Page Address:	www.snedley.org
Email Address:	oxo@snedley.org
Executive Director:	Hack Prine
Board Chairperson:	Les Tremayne
Last Modified User:	
Last Modified Date:	10/31/02

1. Check this submodule consistently because the information in it can change at a rapid pace.
2. 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.

Ensure Data Accuracy

HA Funding			
Low Rent As Of 08/09/2003			
Formula Grants	Fiscal Year	Authorized Funds	Disbursed Funds
CFP	2002	\$4,789,354.00	\$1,859,126.04
	2001	\$5,004,178.00	\$4,469,039.99
	2000	\$4,894,157.00	\$4,791,463.30
Grant Total		\$14,687,689.00	\$11,119,629.33
Comp Grant	1999	\$5,188,588.00	\$5,188,588.00
Grant Total		\$5,188,588.00	\$5,188,588.00
Operating Subsidy	2003	\$6,169,991.00	\$4,597,655.00
	2002	\$5,660,417.00	\$5,660,417.00
	2001	\$5,119,645.00	\$5,119,645.00
	2000	\$4,452,907.00	\$4,452,907.00
	1999	\$4,588,588.00	\$4,588,588.00
Grant Total		\$25,991,548.00	\$24,419,212.00
PHDEP	2001	\$679,583.00	\$495,294.96
	2000	\$636,323.00	\$636,323.00
Grant Total		\$1,315,906.00	\$1,131,617.96
Low Rent Total		\$47,183,731.00	\$41,859,047.29

Data accuracy is necessary because:

- PIC is the **PRIMARY** information system for the Public Housing and Section 8 Housing Choice Voucher programs.
- Information presented in PIC submodules directly impacts HUD's funding and fiscal planning decisions¹.
- Contact information in PIC is regularly used by the Office of Public and Indian Housing and the Real Estate Assessment Center for important communications.

1. Examples of funding and fiscal planning decisions:
 - Submitting **Form-50058** files on time and correctly contributes to favorable PHAS and SEMAP scores.
 - Performing and submitting regular reports in the **Development, Drug Elimination Reporting, and Housing Authority Submodules** improves the likelihood of subsidies being awarded to the PHA on time.
 - Applying for demolition or disposition applications in the **Demo/Dispo Submodule** enables HUD to give a prompt response (if applicable).
 - Completing and submitting certifications in the **SEMAP Submodule** is a crucial part of the SEMAP program.

Get to the Source

Summary	
Number of 50058 Submitted	1
Number of 50058 accepted (may contain warnings)	1
Number of 50058 rejected without any processing	0
Number of 50058 having fatal errors	0
Total number of fatal errors in transmission	0
Total number of warnings in transmission	0
Validations against the Technical Reference Guide have been performed.	
Validations against the MTCS Database have been performed.	
The form has been accepted. No errors were found.	

Several PIC submodules draw information from other sources¹. By correcting mistakes at these sources, you can:

- Save yourself from having to backtrack later and fix the problem.
- Learn where common mistakes are being made and prevent them in the future.
- Prevent one mistake from causing problems in multiple areas.

1. Examples of other sources:

- Funding information in PIC is drawn from the **Line of Credit Control System (LOCCS)**, and the **HUD Central Accounting and Program System (HUDCAPS)**.
- Tenant information is drawn from **Form-50058** submissions.
- HA information is drawn from the **Housing Authority Submodule**.
- Building and unit information is drawn from the **Development Submodule**.

Contact Your PIC Coach for Help



PIC Coaches can help you perform all PIC-related tasks. Their roles include:

- Teaching¹ you to perform all the site functions.
 - submitting files
 - maintaining contact information
 - correcting errors
- Monitoring and promoting² PIC use.
- Answering questions³ concerning outages and updates.

1. PIC Coaches can teach how to use the Web site. They do not input data for you.
2. PIC Coaches have access to users' log-on records so they know how frequently you are visiting the site.
3. PIC Coaches can share your feedback with developers so the site can be improved. If you have a question and your PIC Coach is unavailable, you can get an answer by calling PICHelp at 1-800-366-6827 or by sending an e-mail to pichelp@hud.gov. PICHelp staff forward any questions they cannot answer to HUD senior management and PIC developers. They also track the questions through closure to assure an adequate answer is provided.