

# Capital Fund Data Certification

## Step by Step Instruction Guide

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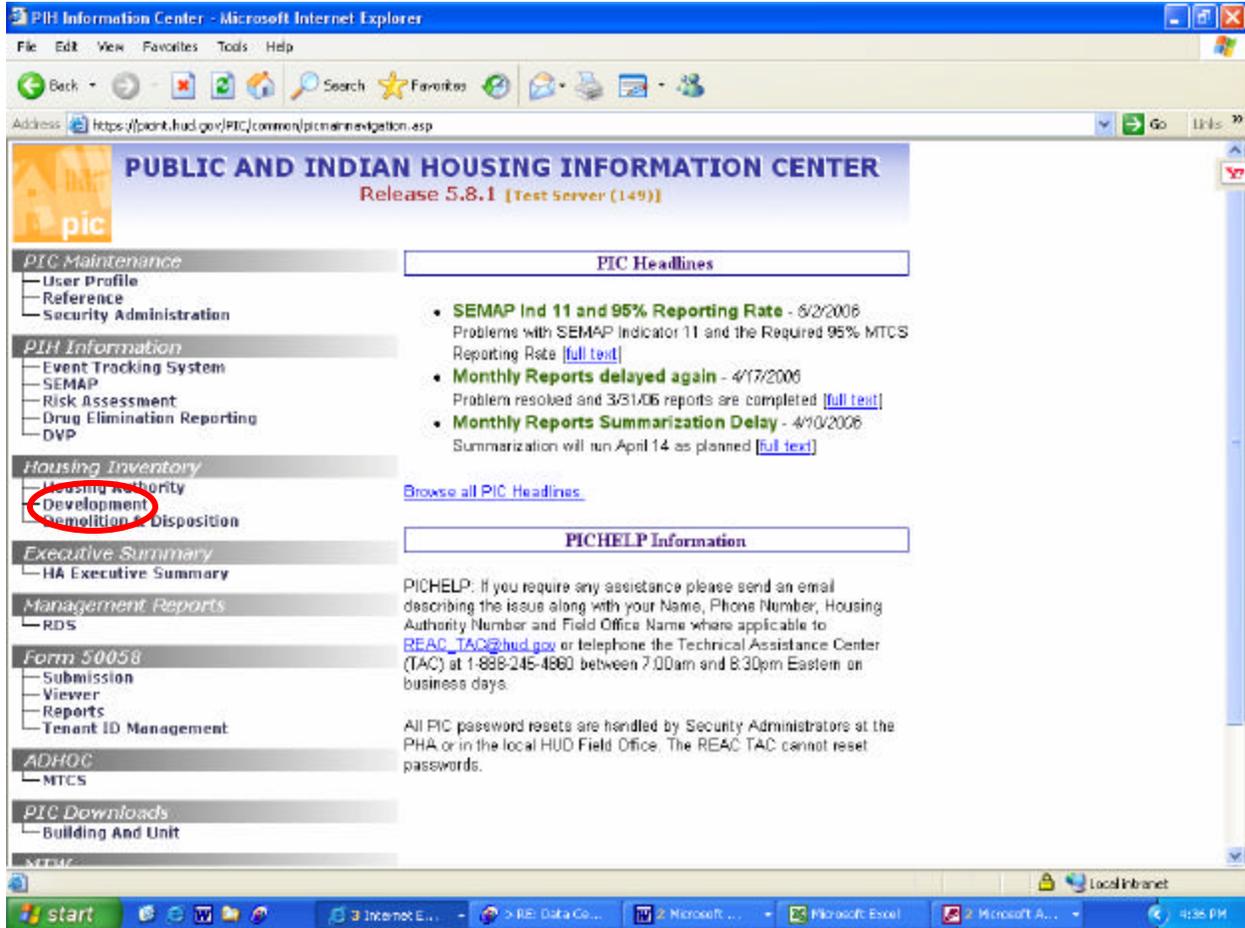
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### **Basic Navigation:**

In order to access the Capital Fund Data Certification pages in the Public and Indian Housing Information Center (PIC) system, follow the usual procedure to log into the PIC system.<sup>1</sup>

On the main menu page for PIC, select the “Development” link under “Housing Inventory.”



<sup>1</sup> Go to a computer with access to the Internet. Navigate to <http://hudatwork.hud.gov/po/reac/home/accessreac.cfm>. Click on the “Log in” link. Type in your User ID and Password. Click “OK” to log in to a secure website. Indicate that you agree to follow the rules for system access by clicking “accept” on the following page that displays. The next page will display a list of computer systems that support the Office of Public and Indian Housing, click on the Public and Indian Housing Information Center link.

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Once you have navigated to the Development sub-module within the Housing Inventory module you will see the following page displayed. Click on the CAPFUND B&U Certification tab on the right hand side at the top of the page.

Development Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Local Intranet

Address: https://point.hud.gov/PIC/point/unitdevelopment/profile.asp

LOGOFF HUD HOME PIH HOME Q & A **SEARCH/INDEX** E-MAIL WASS MAIN

Development Building Unit Submission Reports Assignment CAPFUND B&U Certification

Profile List Contact

Select View: Development

Public and Indian Housing

HQ Division: PO Field Operations

HQ Office: 5HCH Chicago Hub

Hub: 5APH CHICAGO HUB OFFICE

Field Office: L003 Central Street Housing Authority

Field Office HA: UN342610 NPNL TY IEBHY 9

Physical Development: UN342610 NPNL TY IEBHY 9

**Development Profile Information**

Development Name:	SMDN PK ANSUL 8
Program Type:	Section 23 Leased
Development Method:	New Construction
Structure Type:	Mixed Type
Acquisition Construction Date:	
DOFA Date Actual:	11/30/2001
BIOP Date Actual:	03/03/2002
DOFA Target Date:	
BIOP Target Date:	
Dwelling Structures:	14
Non-Dwelling Structures:	0
Scattered Site?:	Yes
Total Acres:	0.00

Done Local Intranet

start Internet Explorer RE: Data Co... 2 Microsoft... Microsoft Excel 2 Microsoft A... 4:52 PM

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Once you have clicked on the tab, the system will display the Capital Fund Building and Unit Data Certification tab page (see screen shot below):

The screenshot displays the CAPFUND Certification web application. The browser window title is "CAPFUND Certification - Microsoft Internet Explorer". The address bar shows the URL: <https://portal.hud.gov/PIC/picunity/bucertificationdevlist.asp>. The page features a navigation menu with tabs: LOGOFF, HUD HOME, PH HOME, Q & A, SEARCH/INDEX, E-MAIL, and WASS MAIN. The "CAPFUND BBU Certification" tab is selected. Below the navigation, there is a "Development List" section with a "pic" logo and a "Select View" dropdown set to "Development". The "HQ Dimension" is "Public and Indian Housing", "HQ Office" is "PO Field Operations", "Hub" is "SHCHI Chicago Hub", "Field Office" is "SAPH CHICAGO HUB OFFICE", and "Field Office HA" is "IL003 Central Street Housing Authority". A search section includes "Capital Fund Certification Fiscal Year" (2007) and "Development Number" fields, with a "Search" button. Below the search is a "Status" section showing "Due Date: 04/30/2007" and "Certification Status: Not Started". A table lists development records with columns: Development Number, Development Status, DOFA, PIC Ticket No., and Certification Status. The table contains five rows of data.

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
<a href="#">IL003001</a>	Management	10/01/1941		<input type="checkbox"/>
<a href="#">IL003002</a>	Management	02/01/1942		<input type="checkbox"/>
<a href="#">IL003002A</a>	Management	02/01/1942		<input type="checkbox"/>
<a href="#">IL003003</a>	Management	10/01/1952		<input type="checkbox"/>
<a href="#">IL003004</a>	Management	06/01/1955		<input type="checkbox"/>

### **General information – Capital Fund Data Certification pages:**

The data certification process proceeds as follows:

1. PHA reviews the data for inaccuracies.
2. PHA corrects any data inaccuracies which it is able to correct.
3. PHA certifies all of the developments that have accurate data.
4. PHA provides Help ticket number which reports the data inaccuracy for correction by HUD<sup>2</sup> and marks the developments in which it cannot correct inaccurate PIC data as “rejected.”
5. Once all of the PHA’s developments have been either marked “certified” or “rejected,” the PHA submits the certification.

**Please note that the Capital Fund Data Certification pages (the Capital Fund Building and Unit Data Certification tab page and the hyperlinked Development Details page) in PIC display the state of a PHA’s inventory as of the “reporting date” established by the Office**

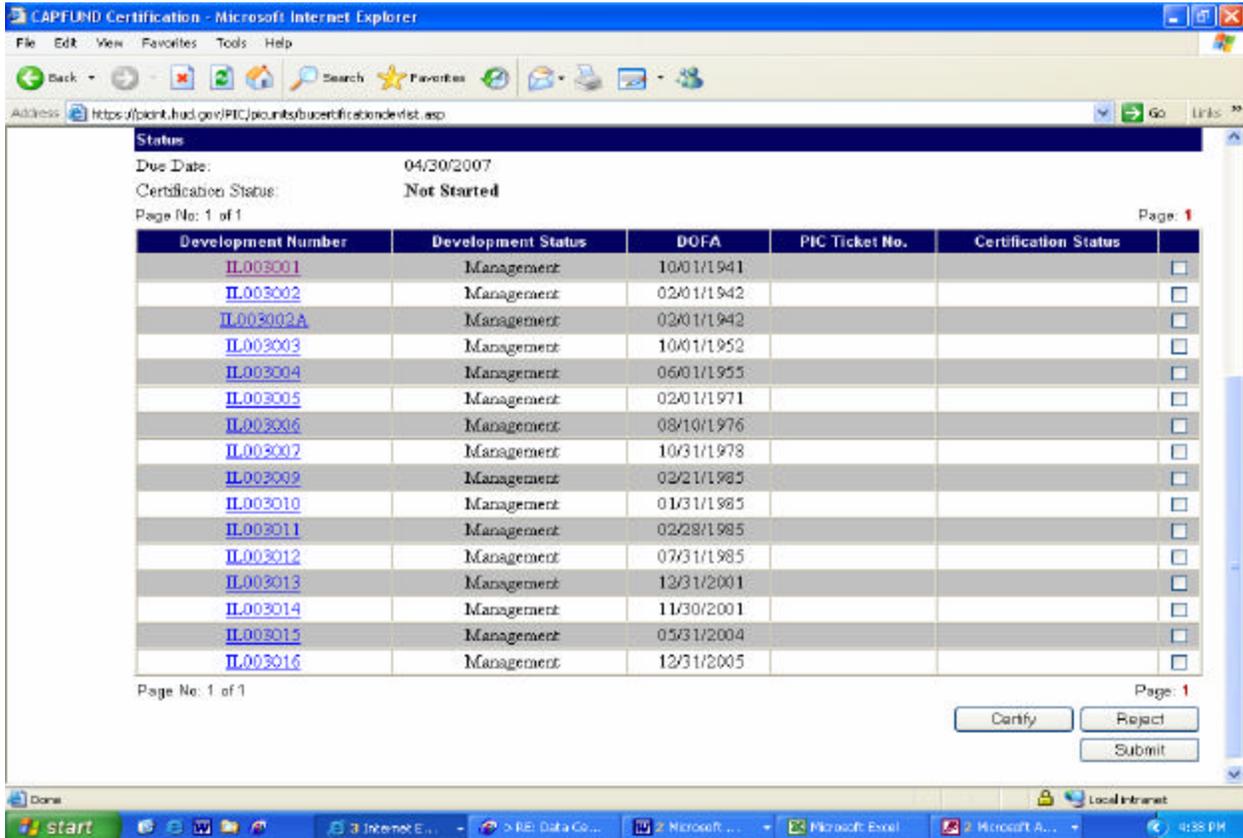
<sup>2</sup> The help ticket must include all of the information and justification needed to correct the data inaccuracies. Failure to include all of the required information may jeopardize the funding for the development in question.

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**of Public and Indian Housing (PIH). PIH normally sets the “reporting date” at September 30 of the previous Federal Fiscal Year (e.g. 9/30/2006).** The Data Certification pages display data that is stored elsewhere in PIC (usually under either the “Development” and “Inventory Removals” sub modules of the “Housing Inventory” module. PHAs cannot correct erroneous information on the Capital Fund Data Certification pages themselves. PHAs must navigate to the location where PIC stores the source information that the Data Certification pages display in order to make corrections to erroneous data. Note also, that HUD Field Office staff may have to review and approve changes for them to take effect. Also note also that once data is changed or corrected in PIC outside of the Data Certification pages, there will be a one day lag from the time the correction is finalized before the Capital Fund Data Certification pages display the corrected data. Users have to be assigned the appropriate access rights to access the Capital Fund Data Certification pages. If pages do not properly display (similar to the screen shots presented in this step by step guide) or you are not given the ability to enter data, it may be that your security administrator has not assigned you the proper roles to access the system. See the *Assigning Capital Fund Data Certification Roles* section below for information on assigning roles for the Capital Fund Data Certification pages.

**Step 1: is the list of developments complete and accurate?**

Toward bottom of Capital Fund Building and Unit Data Certification tab page, the system will list all of the developments in the PHA’s inventory that will be included in the Capital Fund formula. Depending on the number of developments in a PHAs inventory, the list of developments may not fit on a single screen (in which case scroll down to the bottom of the screen to see more developments).<sup>3</sup>



The first thing that a PHA should check is whether the list of developments is complete and accurate. If a PHA has added a new development that has reached Date of Full Availability (DOFA) prior to the “reporting date,” and the development is not displayed in the list, navigate to the Development Profile page for the missing development and validate that the *DOFA Date Actual* data element has the correct DOFA date listed. If it does not, work with your local PIH Field Office staff to correct or approve the DOFA date (DOFA dates are not effective until approved by appropriate Field Office staff). If a development reaches DOFA after the reporting date, it should not be displayed in the list of developments (if it does, then the DOFA date is wrong because the system will filter out DOFA dates after the reporting date). If the list includes a development that reached DOFA after the reporting date, follow the same course of action to correct the DOFA date. The PIC system lists DOFA dates in the Development sub module under the Housing Inventory module on the “Development” tab.

<sup>3</sup> Note: if a PHA has a large number of developments, it may have to navigate to multiple pages to see the complete list of developments. It can see other pages by clicking on the page number hyperlink in the lower right hand corner of the page.

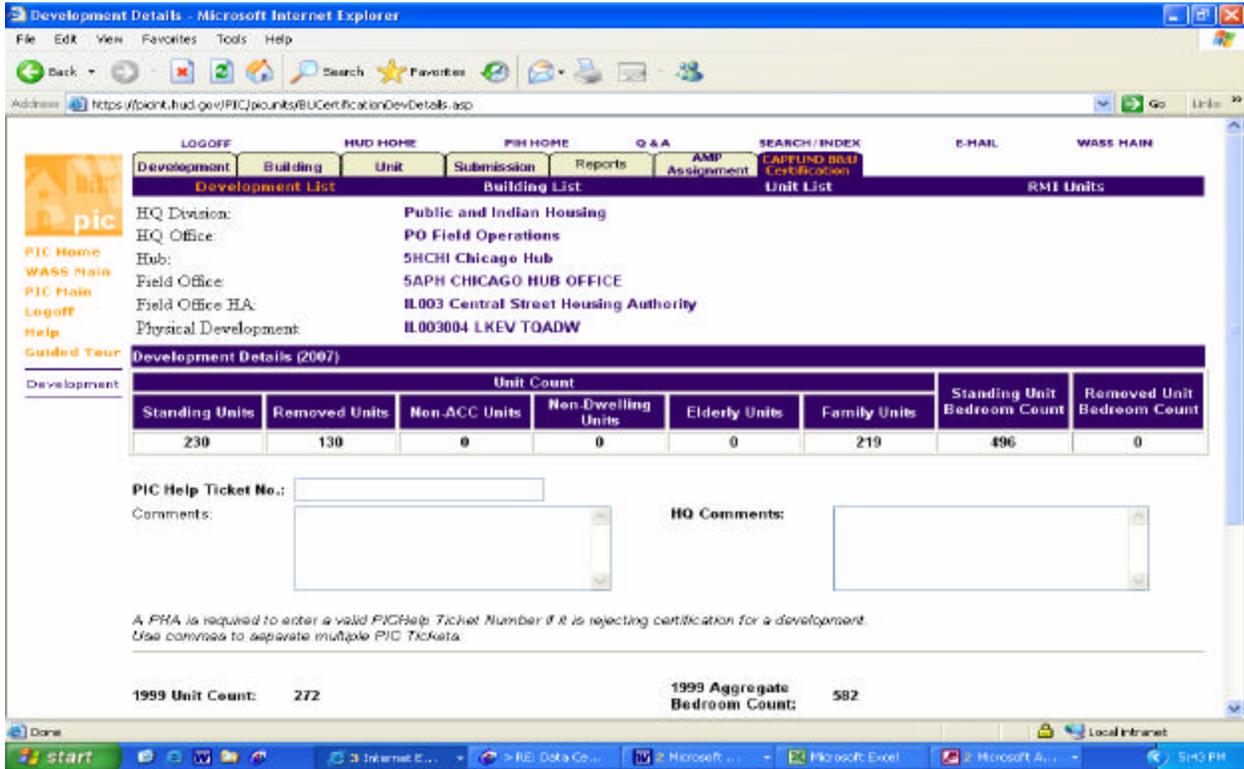
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In addition to checking DOFA dates, PHAs must also check removal from inventory (RMI) status. Units that have been removed from inventory (have RMI action/closing dates) that are more than 11 years prior to the “reporting date” will not be considered for Replacement Housing Factor funding in the Capital Fund formula, therefore any developments that were entirely removed more than 11 years prior to the “reporting date” will not display on the list of developments. If a development that was entirely removed more than 11 years prior to the “reporting date” is listed, the PHA must work with appropriate Field Office staff to enter or correct the RMI action/closing dates to properly mark all of the units in the development as removed. If the RMI action/closing date is within the 11 year timeframe but is inaccurate, this also potentially affects the Capital Fund formula and needs to be corrected. The PIC system lists RMI action/closing dates in the Inventory Removals sub module under the Housing Inventory module.

**Step 2: is the data for each development accurate?**

Each development number listed on the Capital Fund Building and Unit Data Certification tab page is a **hyperlink**. Click on the desired development number link to bring up the Development Details page for that development.

Below is a screen shot of the top portion of the Development Details page:



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Below is a screen shot of the bottom portion of the Development Details page:

The screenshot shows a web browser window titled "Development Details - Microsoft Internet Explorer". The address bar displays "https://picit.hud.gov/PIC/pcounty/UCertificationDevDetails.asp". The main content area features a table with the following data:

Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	Standing Unit Bedroom Count	Removed Unit Bedroom Count
230	130	0	0	0	219	496	0

Below the table are several input fields:

- PIC Help Ticket No.:
- Comments:
- HQ Comments:
- 1999 Unit Count: 272
- Correction:
- Correction Comments:
- 1999 Aggregate Bedroom Count: 582
- Correction:
- Correction Comments:

At the bottom right, there are "Reset" and "Save" buttons.

The Development Details page contains the essential data related to the development that the Department uses to calculate the Capital Fund formula:

Standing units – standing units are the number of units in the development as of the “reporting date” that have not been removed from the inventory of the development.

Removed units – removed units are units in the development that have an approved action date/closing date for the removal that is on or before the “reporting date.”

Non ACC Units – non-ACC units are units that are not included under the public housing annual contributions contract between HUD and the PHA. Usually these units are market rate or non public housing units in mixed finance developments. (Note that demolished/disposed units are still ACC units even though they are no longer in the inventory – they retain the status that they had when they were removed from the inventory.) **Units that are marked as non-ACC units, will not be included in the Capital Fund formula.**

Non-Dwelling Units – non-dwelling units include both merged units and non-dwelling buildings in the development. **Non-dwelling units will not be included in the Capital Fund formula.**

Elderly Units – the number of units designated with the unit designation of elderly unit in the Development sub module.

Family Units – the number of units designated with the unit designation of family unit in the Development sub module.

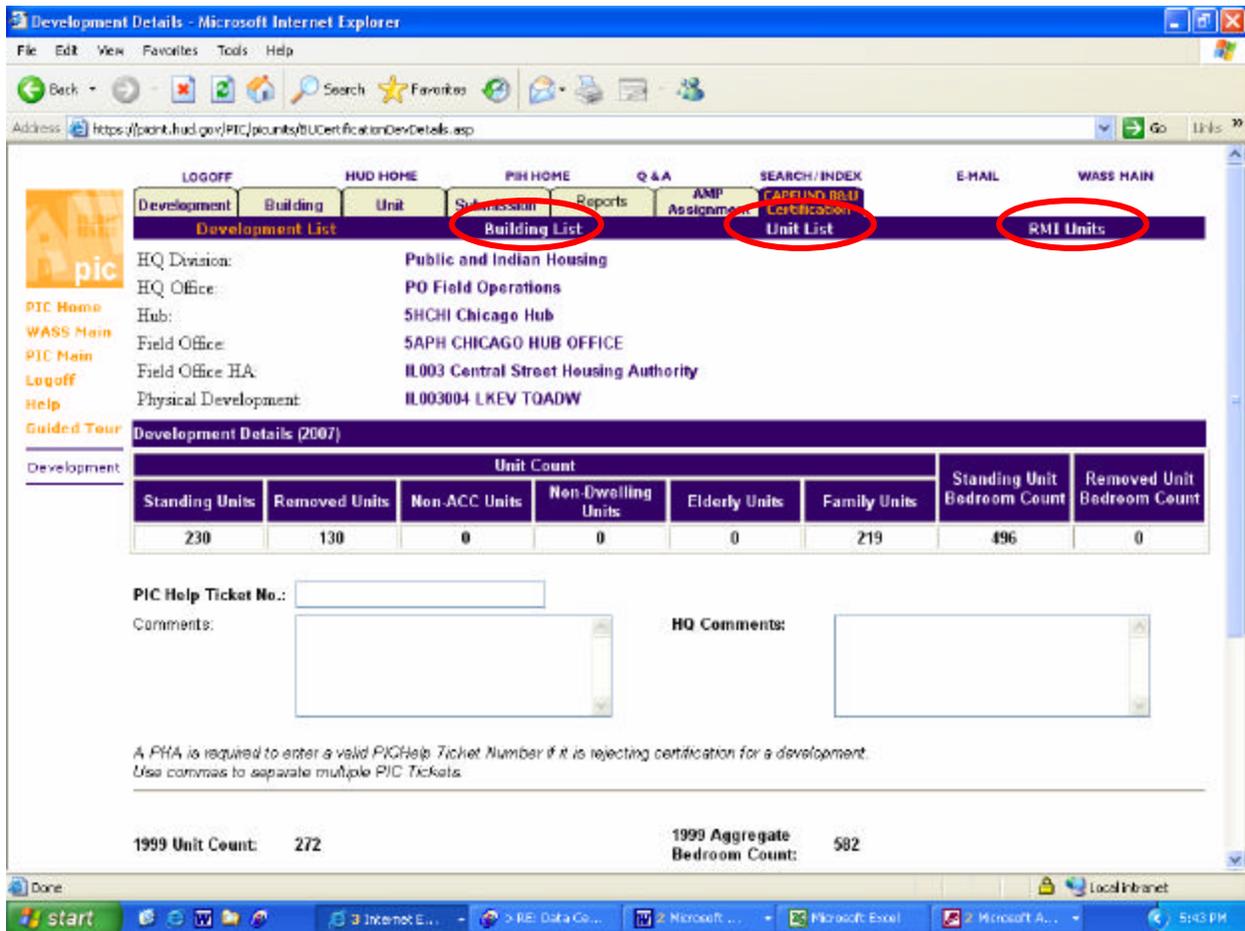
Standing Unit Bedroom Count – the total number of bedrooms in the standing units.

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Removed Unit Bedroom Count – the total number of bedrooms that were in the removed units prior to their removal.

**An error in any of the above data elements will affect the calculation of the Capital Fund formula.**

There are three navigation links that take the user to different PIC pages for the development that display the source data used to display the data on the Development Details page to facilitate further investigation of the source data. The navigation links are located on the dark blue navigation bar underneath the tabs at the top of the page (see items circled in red in the screen shot below).



The screenshot shows the 'Development Details' page in a Microsoft Internet Explorer browser. The address bar displays 'https://picnt.hud.gov/PIC/picunits/UCertificationDevDetails.asp'. The page features a dark blue navigation bar with several tabs: 'Development', 'Building', 'Unit', 'Submission', 'Reports', 'AMP Assignments', 'SEARCH/INDEX', 'E-MAIL', and 'WASS MAIN'. Below these tabs, three links are circled in red: 'Building List', 'Unit List', and 'RMI Units'. The main content area includes a 'pic' logo, a list of links (PIC Home, WASS Main, PIC Main, Logoff, Help, Guided Tour), and a 'Development Details (2007)' section. This section contains a table with the following data:

Unit Count						Standing Unit Bedroom Count	Removed Unit Bedroom Count
Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units		
230	130	0	0	0	219	496	0

Below the table, there are input fields for 'PIC Help Ticket No.', 'Comments', and 'HQ Comments'. A note states: 'A PHA is required to enter a valid PIC Help Ticket Number if it is rejecting certification for a development. Use commas to separate multiple PIC Tickets.' At the bottom, the following summary information is displayed:

1999 Unit Count: 272      1999 Aggregate Bedroom Count: 582

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The “building list” link will take the user to a list of the buildings within the development (similar to the list available by clicking on the “Building” tab on the main navigation page of the Development sub module).

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Building List' page. The address bar shows the URL: <https://point.hud.gov/PIC/picunits/bucertification/bldglist.asp>. The page features a navigation menu with tabs for Development, Building, Unit, Submission, Reports, Assignment, and CAPFUND BLD Certification. A sidebar on the left contains the 'pic' logo and links for PIC Home, WASS Main, PIC Main, Logoff, Help, and Guided Tour. The main content area displays 'Building Information' for 'Buildings 1 to 50 of 154'. Below this is a table with the following data:

Bldg. No.	Entrance No.	Bldg. Name	Building Type	Building Status	Address Line 1	Floor Count	Unit Count
<a href="#">A-17</a>	1	SKXIHQFS NPALX 9-4	Row or Townhouse (Sep. entrances)	DemoDispo - Approved	2607 F OTPTCM	1	1
<a href="#">A-17</a>	10	SKXIHQFS NPALX 9-4	Row or Townhouse (Sep. entrances)	DemoDispo - Approved	2607 F OTPTCM	1	1
<a href="#">A-17</a>	2	SKXIHQFS NPALX 9-4	Row or Townhouse (Sep. entrances)	DemoDispo - Approved	2607 F OTPTCM	1	1
<a href="#">A-17</a>	3	SKXIHQFS NPALX 9-4	Row or Townhouse (Sep. entrances)	DemoDispo - Approved	2607 F OTPTCM	1	1
<a href="#">A-17</a>	4	SKXIHQFS NPALX 9-4	Row or Townhouse (Sep. entrances)	DemoDispo - Approved	2607 F OTPTCM	1	1
<a href="#">A-17</a>	5	SKXIHQFS NPALX 9-4	Row or Townhouse (Sep. entrances)	DemoDispo - Approved	2607 F OTPTCM	1	1

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The “unit list” link will take the user to a list of the units within the development (similar to the list available by clicking on the “Unit” tab on the main navigation page of the Development sub module).

The screenshot shows a web browser window titled "Unit List - Microsoft Internet Explorer". The address bar shows the URL: <https://point.hud.gov/PIC/pcunits/bucertificationunitlist.asp>. The page content includes a navigation menu with links like LOGOFF, HUD HOME, PIH HOME, Q & A, SEARCH/INDEX, E-MAIL, and WASS MAIN. Below this is a secondary menu with Development, Building, Unit, Submission, Reports, and AMP Assignment. The "Unit List" link is highlighted. A sidebar on the left contains the "pic" logo and links for PIC Home, WASS Main, PIC Main, Logoff, Help, and Guided Tour. The main content area displays "Unit Information" for "Units 1 to 50 of 154".

Unit Number	Building Number	Entrance Number	Floor Number	Door Number	ACC Unit Indicator	Bedroom Count	Unit Designation	Submission Status Type
203000	B-5	12	1	1000	Y	1	Family Unit	Removed From Inventory
203847	C-3	1	1	847	Y	4	Family Unit	Removed From Inventory
203848	C-3	2	1	848	Y	2	Family Unit	Removed From Inventory
203849	C-3	3	1	849	Y	2	Family Unit	Removed From Inventory
203850	C-3	4	1	850	Y	2	Family Unit	Removed From Inventory
203851	C-3	5	1	851	Y	2	Family Unit	Removed From Inventory
203852	C-3	6	1	852	Y	4	Family Unit	Removed From Inventory
203853	D-2	1	1	853	Y	5	Family Unit	Removed From Inventory
203854	D-2	2	1	854	Y	3	Family Unit	Removed From Inventory
203855	D-2	3	1	855	Y	3	Family Unit	Removed From Inventory
203856	D-2	4	1	856	Y	2	Family Unit	Removed From Inventory

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The “RMI Units” link will take the user to a list of approved demolition/disposition applications for the development (similar to the list available by clicking on the “Removed from Inventory” tab on the main navigation page of the “Inventory Removals” sub module).

The screenshot shows a web browser window titled "RMI Units - Microsoft Internet Explorer". The address bar shows the URL: <https://point.hud.gov/PIC/picunits/bucertificationrmiunits.asp>. The page content includes a navigation menu with tabs: Development, Building, Unit, Submission, Reports, AMP Assignment, and CAPELUND BBU Certification. The "RMI Units" link is highlighted. Below the navigation, there is a sidebar with links: PIC Home, WASS Main, Logoff, Help, and Guided Tour. The main content area shows HQ Division: Public and Indian Housing, HQ Office: PO Field Operations, Hub: SHCHI Chicago Hub, Field Office: SAPH CHICAGO HUB OFFICE, Field Office HA: IL003 Central Street Housing Authority, and Physical Development: IL003001 DKXWGO JUUFU. A table titled "RMI Units (2007)" is displayed with columns: Application Number, Application Type, Application Status, Action Dates, and RMI Unit Count. One row is visible with Application Number "No Appl # (DEMO)", Application Type "Demolition", Application Status "N/A", Action Dates "04/23/1999 - 06/15/1999", and RMI Unit Count "413".

Application Number	Application Type	Application Status	Action Dates	RMI Unit Count
No Appl # (DEMO)	Demolition	N/A	04/23/1999 - 06/15/1999	413

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Notice that there is a + sign in the left hand box of the table. Clicking on the + sign will provide more detail:

The screenshot shows a web browser window displaying the RMI Units application. The page has a navigation menu at the top with links like LOGOFF, HUD HOME, PIH HOME, Q & A, SEARCH/INDEX, E-MAIL, and WASS MAIN. Below the menu, there are tabs for Development, Building, Unit, Submission, Reports, AMP Assignment, and CAPFUND BUI Certification. The main content area shows a table of RMI Units. The table has columns for Application Number, Application Type, Application Status, Action Dates, and RMI Unit Count. A row is expanded to show details for a demolition application.

Application Number	Application Type	Application Status	Action Dates	RMI Unit Count
No Appl.# (DEMO)	Demolition	N/A	04/23/1999 - 06/15/1999	413
			04/23/1999	22
			06/15/1999	391

In this instance you can see that units were removed on different dates.

### **Step 3: Correcting Inaccurate Data:**

If the data displayed on the Development Details page for a development is incorrect, a PHA must take steps to correct the inaccurate data prior to certifying to the accuracy of the data for that development on the Capital Fund Building and Unit Data Certification tab page. In this instance a PHA would follow the normal procedures for changing the source data in PIC. Some corrections will require coordination with Field Office staff to ensure that any corrections that require Field Office approval prior to taking effect are approved prior to certifying to the accuracy of the data. Some corrections require Field Office staff to make the corrections on a PHA's behalf (particularly corrections relating to development level data such as DOFA dates). Any changes in source data will be reflected in the PIC Data Certification pages the day after they are finalized. Once the data is correct, a PHA can then mark the development as "certified" on the Capital Fund Building and Unit Data Certification tab page (see the *Certifying the Accuracy of a Development's Data* section below).

In rare instances, PHAs may encounter errors that cannot be corrected by either the PHA or Field Office staff because of the way the PIC system operates. In those instances, PHAs are to submit a request to the Real Estate Assessment Center Technical Assistance Center (TAC) help desk. In such instances PHA staff can either send an email describing the issue (include staff member name, phone number, housing authority number and field office name where applicable) to REAC\_TAC@hud.gov or telephone the TAC at 1-888-245-4860 between 7:00am and 8:30pm Eastern time on business days. The TAC will assign a ticket number to track the issue to resolution. (The ticket number will be a number preceded by either "IM" or "PIC".) If the issue is resolved sufficiently before the deadline for certifying, the PHA should take the necessary steps to correct the remaining inaccurate data and certify that the data for the development is accurate.

If the issue is not resolved prior to the deadline for certification or there is insufficient time to make the correction after the issue is resolved but before the certification deadline, the affected PHA is to "reject" certification for the development (see the *Rejecting Certification of a Development's Data* section below). In order to "reject" a certification for a development, a PHA must provide certain data on the Development Details page for the development.

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In this situation the TAC will assign a PICHelp Ticket number to the PHA. Note that the PICHelp ticket number may be different from the normal TAC help ticket number. It may use the following format: the characters “PIC” (instead of “IM”) followed by five numbers (e.g. PIC12345). The PHA must enter the PICHelp Ticket number into the space provided on the Development Details web page. If the ticket begins “IM” instead of “PIC”, replace the “IM” with “PIC” when it is entered. The PHA must also provide a comment in the space provided that indicates what data element(s) is/are wrong, what the correct data is and why it cannot correct the data through the normal procedure.

The screenshot shows the 'Development Details' page in Microsoft Internet Explorer. The page has a navigation bar with links like LOGOFF, HUD HOME, PH HOME, Q & A, SEARCH/INDEX, E-MAIL, and WASS MAIN. Below this is a 'Development List' section with a table of unit counts. A red circle highlights the 'PIC Help Ticket No.' field containing 'PIC12345' and the 'Comments' field containing the text: 'The number of removed units should be 15 instead of 10. Attempted to change number of removed units, but system will not allow the change.' The 'HQ Comments' field is empty. At the bottom, there are summary statistics for '1999 Unit Count' (468) and '1999 Aggregate Bedroom Count' (1039).

Unit Count						Standing Unit Bedroom Count	Removed Unit Bedroom Count
Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	1041	0
465	10	0	0	0	447		

PIC Help Ticket No.:

Comments:

HQ Comments:

1999 Unit Count: 468      1999 Aggregate Bedroom Count: 1039

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Once the PHA has entered the PICHelp ticket number and comment, it must click the “save” button in lower right hand corner of the page. (Note that a PHA can enter multiple PICHelp ticket numbers if applicable as long as they are separated by commas.)

Development Details - Microsoft Internet Explorer

Address: https://point.hud.gov/PIC/picunits/UCertificationDevDetails.asp

Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	Standing Unit Bedroom Count	Removed Unit Bedroom Count
465	10	0	0	0	447	1041	0

PIC Help Ticket No.:

Comments:

HQ Comments:

A PHA is required to enter a valid PICHelp Ticket Number if it is rejecting certification for a development. Use commas to separate multiple PIC Tickets.

1999 Unit Count: 468  
Correction:   
Correction Comments:

1999 Aggregate Bedroom Count: 1039  
Correction:   
Correction Comments:

A PHA that disagrees with the 1999 unit count and/or 1999 aggregate bedroom count is to enter correction information and comments but not to reject certification for the development if the other data for the development is accurate.

Reset Save

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Notice that the page indicates that it has been saved (see screen shot below):

The screenshot shows a web browser window titled "Development Details - Microsoft Internet Explorer". The address bar shows the URL: <https://point.hud.gov/PIC/picunits/BUcertificationDevDetails.asp>. The page has a navigation menu with links like LOGOFF, HUD HOME, PIH HOME, Q & A, SEARCH/INDEX, E-MAIL, and WASS MAIN. Below the menu, there are tabs for Development, Building, Unit, Submission, Reports, and AMP Assignment. The main content area displays information for a development, including HQ Division (Public and Indian Housing), HQ Office (PO Field Operations), Hub (SHCH Chicago Hub), Field Office (SAPH CHICAGO HUB OFFICE), Field Office HA (IL003 Central Street Housing Authority), and Physical Development (IL003002 SKXIHFGS NPALX TX00H). A green message "Development Details for IL003002 Have Been Saved" is circled in red. Below this message is a table titled "Unit Count" with columns for Standing Units, Removed Units, Non-ACC Units, Non-Dwelling Units, Elderly Units, Family Units, Standing Unit Bedroom Count, and Removed Unit Bedroom Count. The values are: Standing Units: 465, Removed Units: 10, Non-ACC Units: 0, Non-Dwelling Units: 0, Elderly Units: 0, Family Units: 447, Standing Unit Bedroom Count: 1041, Removed Unit Bedroom Count: 0. There is also a "PIC Help Ticket No." field with the value "PIC12345" and a "Comments" section with a text area containing the text: "The number of removed units should be 15 instead of 10, & attempted to change number of removed units, but system will not allow the change." The "HO Comments" section is empty. At the bottom, there is a note: "A PHA is required to enter a valid PICHelp Ticket Number if it is rejecting certification for a development. Use commas to separate multiple PIC Tickets." The browser's status bar shows "Done" and "Local Intranet". The Windows taskbar at the bottom shows the start button, Internet Explorer, and several open applications.

Unit Count						Standing Unit Bedroom Count	Removed Unit Bedroom Count
Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units		
465	10	0	0	0	447	1041	0

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The Capital Fund Building and Unit Data Certification tab page now displays a PIC Help ticket number for the corresponding development (see screen shot below):

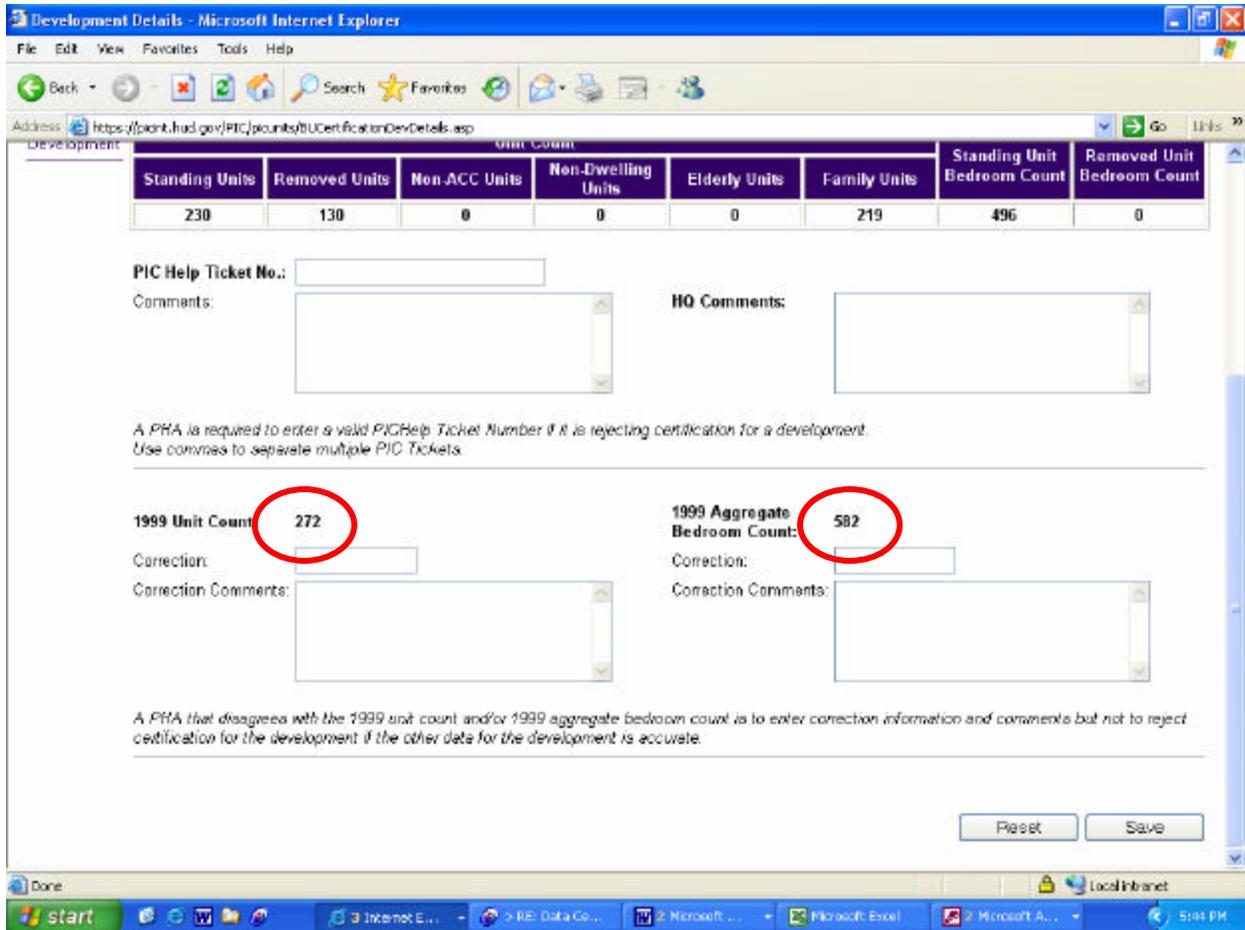
The screenshot shows a Microsoft Internet Explorer window titled "CAPFUND Certification - Microsoft Internet Explorer". The address bar displays "https://(point.hud.gov)/PIC/pointcity/bucertificationdevlist.asp". The page content includes a "Status" section with "Due Date: 04/30/2007" and "Certification Status: Draft". Below this is a table with the following data:

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
<a href="#">IL003001</a>	Management	10/01/1941		Certified
<a href="#">IL003002</a>	Management	02/01/1942	PIC12345	
<a href="#">IL003002A</a>	Management	02/01/1942		
<a href="#">IL003003</a>	Management	10/01/1952		
<a href="#">IL003004</a>	Management	06/01/1955		
<a href="#">IL003005</a>	Management	02/01/1971		
<a href="#">IL003006</a>	Management	08/10/1976		
<a href="#">IL003007</a>	Management	10/31/1978		
<a href="#">IL003009</a>	Management	02/21/1985		
<a href="#">IL003010</a>	Management	01/31/1985		
<a href="#">IL003011</a>	Management	02/28/1985		
<a href="#">IL003012</a>	Management	07/31/1985		
<a href="#">IL003013</a>	Management	12/31/2001		
<a href="#">IL003014</a>	Management	11/30/2001		
<a href="#">IL003015</a>	Management	05/31/2004		
<a href="#">IL003016</a>	Management	12/31/2005		

At the bottom right of the page, there are three buttons: "Certify", "Reject", and "Submit". The page number is "Page: 1" and "Page No: 1 of 1".

**Step 4: Validating 1999 Information:**

The Bottom Section of the Development Details page contains a separate section that contains 1999 data for that development (see screen shot below).



The Department does use the 1999 data to calculate the Capital Fund formula. However, end users in PIC cannot correct the 1999 Unit Count and the 1999 Aggregate Bedroom Count data elements. The Development Details web page does give PHAs the ability to question the accuracy of this historical data and to request a correction as noted below. Please note: in analyzing the accuracy of the 1999 data, PHAs must take into account unit reconfigurations and removals that have taken place between 1999 and the present time.

## Capital Fund Data Certification - Step by Step Instruction Guide

PHAs can indicate the correct 1999 unit count and the correct 1999 aggregate bedroom count on the Development Details web page as well as provide an explanation for the requested correction.

Development Details - Microsoft Internet Explorer

Address: https://portal.hud.gov/PIC/picunits/UCertificationDevDetails.asp

Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	Standing Unit Bedroom Count	Removed Unit Bedroom Count
164	6	8	0	0	160	420	0

PIC Help Ticket No.:

Comments:

HQ Comments:

A PHA is required to enter a valid PIC Help Ticket Number if it is rejecting certification for a development. Use commas to separate multiple PIC Tickets.

**1999 Unit Count:** 170  
Correction:   
Correction Comments: 27 units were sold under a Section 5(b) homeownership plan a month after the development reached DOFA - units were not entered in PIC

**1999 Aggregate Bedroom Count:** 446  
Correction:   
Correction Comments: 27 units not uploaded into PIC had an aggregate total of 50 bedrooms.

A PHA that disagrees with the 1999 unit count and/or 1999 aggregate bedroom count is to enter correction information and comments but not to reject certification for the development if the other data for the development is accurate.

Reset Save

## Capital Fund Data Certification - Step by Step Instruction Guide

Once the PHA enters the correction and correction comments, it must click the “save” button in the lower right hand corner of the page for the system to retain the data. Once the user clicks the “save” button, the system will indicate that the information has been saved.

The screenshot shows a web browser window titled "Development Details - Microsoft Internet Explorer". The address bar shows the URL: <https://portal.hud.gov/PIC/picunits/UCertificationDevDetails.asp>. The page content includes a navigation menu with "Help" and "Guided Tour" options. The main heading is "Physical Development: IL003002A SKXIHFGS NPALX CXFQH". Below this, a green message box states "Development Details for IL003002A Have Been Saved". A table titled "Unit Count" displays the following data:

Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	Standing Unit Bedroom Count	Removed Unit Bedroom Count
164	6	8	0	0	160	420	0

Below the table, there are input fields for "PIC Help Ticket No.:" and "Comments:", and a "HO Comments:" field. A note states: "A PHA is required to enter a valid PIC Help Ticket Number if it is rejecting certification for a development. Use commas to separate multiple PIC Tickets." Further down, there are sections for "1999 Unit Count: 173" and "1999 Aggregate Bedroom Count: 446", each with a "Correction:" input field and "Correction Comments:" text area. The unit count correction is "200" and the bedroom count correction is "496". A final note reads: "A PHA that disagrees with the 1999 unit count and/or 1999 aggregate bedroom count is to enter correction information and comments but not to reject certification for the development if the other data for the development is accurate." The Windows taskbar at the bottom shows the start button, several open applications (Internet Explorer, Data Collector, Microsoft Word, Microsoft Excel, Microsoft Access), and the system clock showing 5:30 PM.

The Department will analyze each instance where a PHA questions the accuracy of the 1999 data. The Department will make corrections to the data when the PHA questioning the data has provided adequate evidence that validates the use of another more accurate number. During the analysis process, PIH Headquarters staff will coordinate with Field Office public housing directors and their staff. Field Office staff may require a PHA questioning the accuracy of the 1999 data to provide additional documentation that substantiates its proposed correction.

## Capital Fund Data Certification - Step by Step Instruction Guide

Ultimately, PIH Headquarters staff will provide a comment on the Development Details web page that will respond to the questions raised and indicate whether the Department accepts or rejects the proposed correction(s).

Development Details - Microsoft Internet Explorer

Address: https://portal.hud.gov/PIC/picunits/UnitCertificationDevDetails.asp

Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	Standing Unit Bedroom Count	Removed Unit Bedroom Count
164	6	8	0	0	160	420	0

PIC Help Ticket No.:

Comments:

HQ Comments:

A PHA is required to enter a valid PIC Help Ticket Number if it is rejecting certification for a development. Use commas to separate multiple PIC Tickets.

1999 Unit Count: 173  
Correction:   
Correction Comments: 27 units were sold under a Section 5(b) homeownership plan a month after the development reached DDA - units were not entered in PIC

1999 Aggregate Bedroom Count: 446  
Correction:   
Correction Comments: 27 units not uploaded into PIC had an aggregate total of 50 bedrooms.

A PHA that disagrees with the 1999 unit count and/or 1999 aggregate bedroom count is to enter correction information and comments but not to reject certification for the development if the other data for the development is accurate.

Reset Save

The certification that PHAs enter on the Capital Fund Building and Unit Data Certification tab page does not extend to the 1999 Unit Count and the 1999 Aggregate Bedroom Count data displayed on the Development Details web page. **Note that where a PHA is questioning the accuracy of the 1999 data, if the remainder of the data on the Development Details web page is accurate for the development, the PHA is to certify to the accuracy of the data for the development on the Capital Fund Building and Unit Data Certification tab page even though it is questioning the 1999 data.**

## Capital Fund Data Certification - Step by Step Instruction Guide

### **Step 5A: Certifying the Accuracy of a Development's Data:**

Once a PHA has established that the data for a development is accurate, it will then navigate to the Capital Fund Building and Unit Data Certification tab page and scroll to the point where the system displays the development number for the validated development.

**Status**  
Due Date: 04/30/2007  
Certification Status: **Not Started**  
Page No: 1 of 1

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
<a href="#">IL003001</a>	Management	10/01/1941		<input type="checkbox"/>
<a href="#">IL003002</a>	Management	02/01/1942		<input type="checkbox"/>
<a href="#">IL003002A</a>	Management	02/01/1942		<input type="checkbox"/>
<a href="#">IL003003</a>	Management	10/01/1952		<input type="checkbox"/>
<a href="#">IL003004</a>	Management	06/01/1955		<input type="checkbox"/>
<a href="#">IL003005</a>	Management	02/01/1971		<input type="checkbox"/>
<a href="#">IL003006</a>	Management	08/10/1976		<input type="checkbox"/>
<a href="#">IL003007</a>	Management	10/31/1978		<input type="checkbox"/>
<a href="#">IL003009</a>	Management	02/21/1985		<input type="checkbox"/>
<a href="#">IL003010</a>	Management	01/31/1985		<input type="checkbox"/>
<a href="#">IL003011</a>	Management	02/28/1985		<input type="checkbox"/>
<a href="#">IL003012</a>	Management	07/31/1985		<input type="checkbox"/>
<a href="#">IL003013</a>	Management	12/31/2001		<input type="checkbox"/>
<a href="#">IL003014</a>	Management	11/30/2001		<input type="checkbox"/>
<a href="#">IL003015</a>	Management	05/31/2004		<input type="checkbox"/>
<a href="#">IL003016</a>	Management	12/31/2005		<input type="checkbox"/>

Page No: 1 of 1

Page: 1

## Capital Fund Data Certification - Step by Step Instruction Guide

The user will then 1) click the check box for the development to the right of the certification status column, and then 2) click the “certify” button at the bottom right of the page.

The screenshot displays the CAPFUND Certification interface. At the top, the browser title is "CAPFUND Certification - Microsoft Internet Explorer". The address bar shows the URL: <https://piont.hud.gov/PIC/pionity/bucertificationdevlist.asp>. The page content includes a status section with the following information:

- Status:**
- Due Date:** 04/30/2007
- Certification Status:** Not Started
- Page No:** 1 of 1

Below this is a table with the following columns: Development Number, Development Status, DOFA, PIC Ticket No., and Certification Status. The first row of the table has a checked checkbox in the Certification Status column, which is circled in red and labeled with a red '1'. The table contains 16 rows of data, all with a Development Status of "Management".

At the bottom right of the page, there are three buttons: "Certify", "Reject", and "Submit". The "Certify" button is circled in red and labeled with a red '2'. The "Page: 1" indicator is visible in the bottom right corner of the table area.

## Capital Fund Data Certification - Step by Step Instruction Guide

The Capital Fund Building and Unit Data Certification tab page will then mark the development as “certified.”

The screenshot shows a web browser window titled "CAPFUND Certification - Microsoft Internet Explorer". The address bar displays "https://(point.hud.gov)/PIC/picunits/bucertificationdevlist.asp". The page content includes a "Status" section with "Due Date: 04/30/2007" and "Certification Status: Draft". Below this is a table with 16 rows of development items. The first row's "Certification Status" is "Certified", which is circled in red. The table columns are "Development Number", "Development Status", "DOFA", "PIC Ticket No.", and "Certification Status".

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
<a href="#">IL003001</a>	Management	10/01/1941		Certified
<a href="#">IL003002</a>	Management	02/01/1942	PIC12345	
<a href="#">IL003002A</a>	Management	02/01/1942		
<a href="#">IL003003</a>	Management	10/01/1952		
<a href="#">IL003004</a>	Management	06/01/1955		
<a href="#">IL003005</a>	Management	02/01/1971		
<a href="#">IL003006</a>	Management	08/10/1976		
<a href="#">IL003007</a>	Management	10/31/1978		
<a href="#">IL003009</a>	Management	02/21/1985		
<a href="#">IL003010</a>	Management	01/31/1985		
<a href="#">IL003011</a>	Management	02/28/1985		
<a href="#">IL003012</a>	Management	07/31/1985		
<a href="#">IL003013</a>	Management	12/31/2001		
<a href="#">IL003014</a>	Management	11/30/2001		
<a href="#">IL003015</a>	Management	05/31/2004		
<a href="#">IL003016</a>	Management	12/31/2005		

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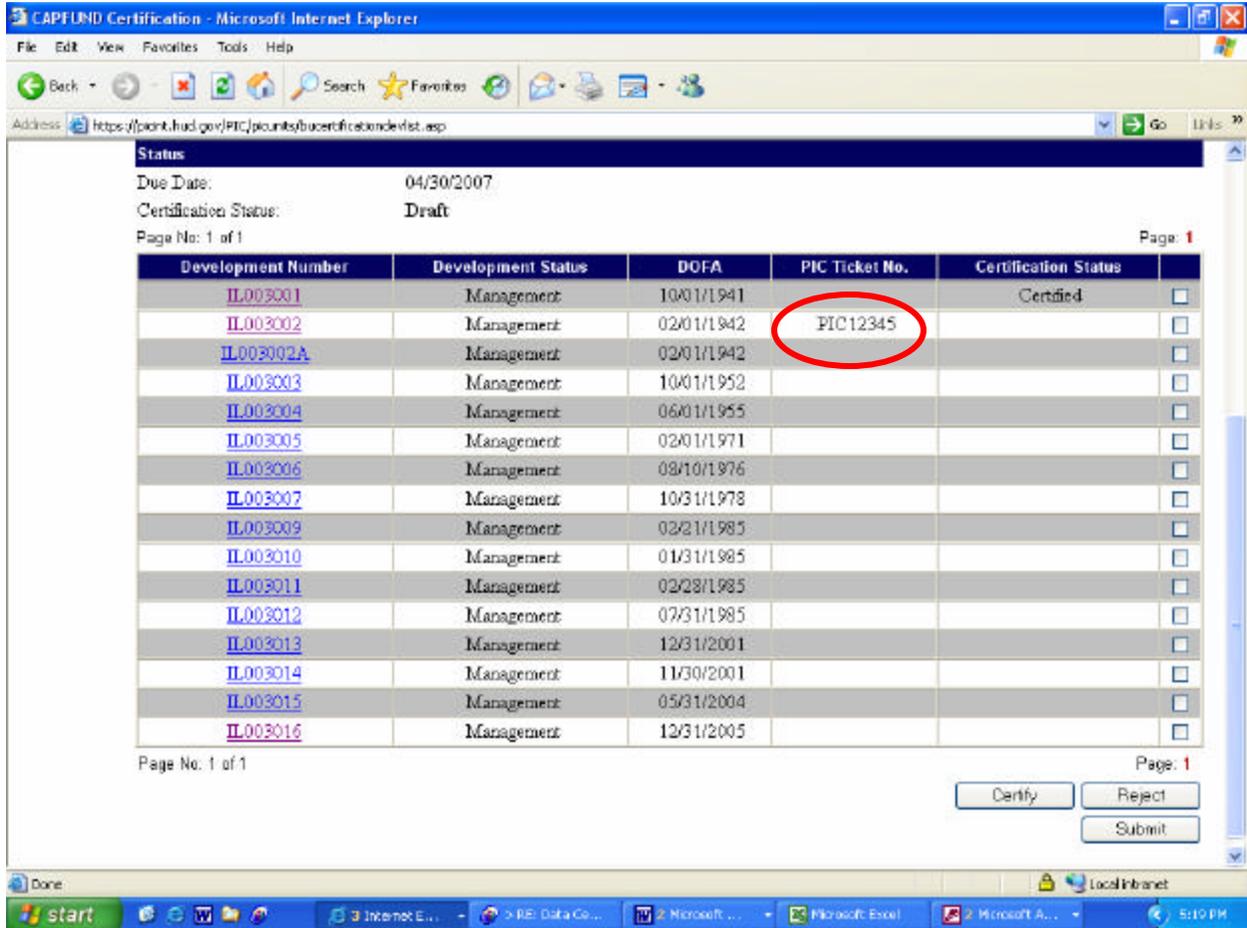
Page: 1

Buttons: Certify, Reject, Submit

*Note that once a development is marked either “certified” or “rejected” users can change the status from one to the other, but cannot make the status blank thereafter.*

**Step 5B: Rejecting Certification of a Development's Data:**

Once a PHA has established that the data for a development is not accurate and that it cannot be made accurate because of a problem with the PIC system, it will follow a procedure for marking the development “rejected” that is similar to the procedure for marking a development “certified.” It will navigate to the Capital Fund Building and Unit Data Certification tab page and scroll to the point where the system displays the development number for the development that contains data that cannot be made accurate due to a system problem.



Note that the system displays a PIC Ticket number on the Capital Fund Building and Unit Data Certification tab page for any developments where the user has entered and saved a ticket number and comment on the Development Details page for the development.

## Capital Fund Data Certification - Step by Step Instruction Guide

The user will then 1) click the check box for the development to the right of the certification status column, and then 2) click the “reject” button at the bottom right of the page.

Page: 1

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
<a href="#">IL003001</a>	Management	10/01/1941		Certified <input type="checkbox"/>
<a href="#">IL003002</a>	Management	02/01/1942	PIC12345	<input checked="" type="checkbox"/>
<a href="#">IL003002A</a>	Management	02/01/1942		<input type="checkbox"/>
<a href="#">IL003003</a>	Management	10/01/1952		<input type="checkbox"/>
<a href="#">IL003004</a>	Management	06/01/1955		<input type="checkbox"/>
<a href="#">IL003005</a>	Management	02/01/1971		<input type="checkbox"/>
<a href="#">IL003006</a>	Management	08/10/1976		<input type="checkbox"/>
<a href="#">IL003007</a>	Management	10/31/1978		<input type="checkbox"/>
<a href="#">IL003009</a>	Management	02/21/1985		<input type="checkbox"/>
<a href="#">IL003010</a>	Management	01/31/1985		<input type="checkbox"/>
<a href="#">IL003011</a>	Management	02/28/1985		<input type="checkbox"/>
<a href="#">IL003012</a>	Management	07/31/1985		<input type="checkbox"/>
<a href="#">IL003013</a>	Management	12/31/2001		<input type="checkbox"/>
<a href="#">IL003014</a>	Management	11/30/2001		<input type="checkbox"/>
<a href="#">IL003015</a>	Management	05/31/2004		<input type="checkbox"/>
<a href="#">IL003016</a>	Management	12/31/2005		<input type="checkbox"/>

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Page: 1

2

Certify Reject Submit

## Capital Fund Data Certification - Step by Step Instruction Guide

The Capital Fund Building and Unit Data Certification tab page will then mark the development as “rejected.”

The screenshot displays the CAPFUND Certification web application. The browser window title is "CAPFUND Certification - Microsoft Internet Explorer". The address bar shows the URL: <https://point.hud.gov/PIC/picunits/bucertificationdevlist.asp>. The page content includes a "Status" section with the following information:

- Due Date: 04/30/2007
- Certification Status: Draft
- Page No: 1 of 1

Below this information is a table with the following columns: Development Number, Development Status, DOFA, PIC Ticket No., and Certification Status. The table contains 16 rows of data, with the second row (IL003002) having a "Rejected" status. The table is paginated, showing "Page No: 1 of 1" at the bottom left and "Page: 1" at the bottom right. At the bottom right of the page, there are three buttons: "Certify", "Reject", and "Submit".

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
<a href="#">IL003001</a>	Management	10/01/1941		Certified
<a href="#">IL003002</a>	Management	02/01/1942	PIC12345	Rejected
<a href="#">IL003002A</a>	Management	02/01/1942		
<a href="#">IL003003</a>	Management	10/01/1952		
<a href="#">IL003004</a>	Management	06/01/1955		
<a href="#">IL003005</a>	Management	02/01/1971		
<a href="#">IL003006</a>	Management	08/10/1976		
<a href="#">IL003007</a>	Management	10/31/1978		
<a href="#">IL003009</a>	Management	02/21/1985		
<a href="#">IL003010</a>	Management	01/31/1985		
<a href="#">IL003011</a>	Management	02/28/1985		
<a href="#">IL003012</a>	Management	07/31/1985		
<a href="#">IL003013</a>	Management	12/31/2001		
<a href="#">IL003014</a>	Management	11/30/2001		
<a href="#">IL003015</a>	Management	05/31/2004		
<a href="#">IL003016</a>	Management	12/31/2005		

### **Changing Certification Status of a Development:**

Prior to the submission deadline, a user can change the status of a development from “certified” to “rejected” or vice versa if he/she either set the wrong status or circumstances have changed and the status is no longer valid. To change the status, the user should follow the instructions for the status that should be applied to the development (either “certified” or “rejected”). The new status will override the old status. Note, if changing status from “rejected” to “certified,” the help ticket number and comment remain in the system; however, the Department will disregard them because the development’s status will be “certified.”

**Step 6: Submitting the PHA's certification:**

Once users have set the status of every development in the PHA's inventory (either "certified" or "rejected") the PHA is ready to submit the certification to the Department. It submits the certification by clicking on the "submit" button in the lower right hand corner of the Capital Fund Building and Unit Data Certification tab page. Once the "Submit" button has been clicked, the PHA can make no more changes to the submission.

### Assigning Capital Fund Data Certification Roles

If there is a problem accessing the Capital Fund Data Certification pages, PHA staff responsible for carrying out the certification process need to contact their PHA’s PIC security administrator and request the assignment of the proper roles. Security Administrators assign roles in the Security tab of the Security Administration sub module of the PIC Maintenance module. Security administrators need to assign the "Edit Development" role to users that are entering data on the Capital Fund Data Certification pages. Security administrators need to assign the "Submit Development" role to users that are submitting the certification data to HUD. Only Executive Directors are intended to receive the "Submit Development" role.

Executive Directors can delegate the responsibility for submitting Capital Fund Data Certifications to subordinate staff by assigning them the "Submit Development" role. PHA PIC Security Administrators can assign the Submit role to other users if the PHA Executive Director delegates to a subordinate staff member (in writing) the responsibility to submit Capital Fund data certifications on behalf of the PHA. The Security Administrator selects the user, then clicks "Assign Role". The Security Administrator select the role name in the pull-down, then clicks "Save" to complete the assignment. (See screen shot below).

