Job Aids for the Building and Unit Collection Templates

Building and Unit Collection

PIH Information Center

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Purpose

The purpose of the following Job Aids are to help you better understand the data fields required by the Building and Unit Collection templates. This document has been produced as a result of feedback received during visits to various Public Housing Authorities (PHAs). The Job Aids provide a definition of the field, the way it should be populated, and the acceptable characters for each field. An electronic version of the Building and Unit Collection templates may be downloaded from the PIH Information Center (PIC) Development sub-module which you may use to upload your PHA's data.

Building Template Job Aid

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: • 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

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 Job Aid

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.	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.

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: • 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: • 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

No.	Unit Field	Description	Instructions	Data Type / Field Length
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
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: • FA - Family Unit • EL - Designated as Elderly Unit • ND - Non-Dwelling • MU - Merged Unit	Max 5

Pipe Delimited CSV File Format for Building and Unit Collection

A pipe delimited CSV file allows you to export the values in a database table as a series of ASCII text lines. A pipe symbol (|) 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. 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 pipe (|). Please follow the detailed instructions on the file layout and content.

File Format

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

1. All files should have **.csv** as the file extension. For example: buildingfile.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 examples below for guidance on how to format your data for submission to HUD.

Example of two Building records in CSV format. File name: buildingfile.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 | 05/18/00 | A1 | 3 | 2 | RT | Y | Y | FA
AK001| AK00100511 | 3 | 1 | A1236 | 111111111 | FIRST NAME | LAST NAME | 05/18/00 | A1 | 3 | 2 | RT | Y | Y | FA

Example of two Unit Records in CSV format. File name: unitfile.csv

development_number|building_number|building_number_entrance|building_name|buidling_type_code|floor_count|unit_count|construction_date|comment_text|address_line1_text|address_line2_text|city_name|county_name|state_code|basic_zip|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

Excel File Format for Building and Unit Collection

The following outlines the Excel file format available for the Building and Unit Collection that users may download within the PIC Development sub-module. The Job Aids directly correlate to the fields within this template. The format illustrated below outlines the two worksheets for the building and unit data that are found within one Excel file.

Excel Worksheet 1: P113PT_DEVELOPMENT_BUILDING_ENT

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
AK001005	A1	1	This is a test	WU	22	150	06/06/00	This building is a high rise one	1401	North Scott Street	Arlington	Washington	DC	22201	1234

Excel Worksheet 2: P113PT_PH_UNIT

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	AK001005	A1	1	137	111000222	Major	Robert	03/26/00	A12	6	2	EM	Y	Y	FA

Note: When using the Excel worksheet from PIC, please delete the sample record from the template file before submitting the data.