

UPDATING UNIT ADDRESSES IN PIC

As an important first step in the survey administration process, PHAs are responsible for ensuring that PIH-REAC has correct unit address information for all public housing residents. PIH-REAC has modified the procedures for updating and certifying unit address information in order to facilitate this process.

HUD will now use the Public and Indian Housing Information Center (PIC) as the central repository for unit address information.

Thus, PHAs are no longer required to update unit addresses in RASS, but instead must update unit address information in PIC, and later certify in RASS that unit address information in PIC is correct.

How to Update Resident Addresses in PIC

PIC stores these addresses in three fields:

The building physical address in the PIC Development submodule

The tenant physical address in the PIC Form 50058 submodule

The tenant mailing address

1. Access PIC unit address information by logging into:
<https://pic.hud.gov/PIC/Logon/userlogon.asp>
2. Update PIC unit address information based on the current makeup of your property. Review the address data using the "RASS Report" which is available in the "Reports" tab of the Development submodule. This report displays the unit address and the mailing address (if provided) side-by-side.
 - a. If tenants use the physical addresses of units for mail, you may edit the appropriate building entrance address in the PIC development submodule if needed.
 - b. If tenants use a "mailing address" (e.g. PO Box), then the mailing address must be submitted by uploading a Form 50058 with the correct mailing address in Line 5c via the PIC Form 50058 submission submodule if it has not already been done successfully. Line 5b in Form 50058 ("Is the mailing address the same as the unit address?") must be marked "No". Then submit the Form 50058 as you normally do. Ensure that the form is accepted--correct errors if needed.
3. Then go to the PIH-REAC RASS system to certify addresses by logging into:
<http://www.hud.gov/react/products/prodrass.cfm>
4. Select "online systems"

5. Select "log in" located at top of page
6. Log in using your PHA User Name (begins with "M") and password.
7. Select the "Resident Assessment Subsystem" link.
8. Select the "Unit Address & Language" link.
9. Update language information for all projects, where appropriate.
10. Certify RASS language information and unit address information previously updated in PIC (Step 2 above)

Any units listed as vacant in PIC will be ignored by RASS. This means that units scheduled for demolition that are vacant in PIC will not receive a survey and will not be considered included in your certification.

Please note that the instructions above direct you to update your unit address information in PIC **before** logging into RASS. Do not "certify" unit address information in RASS until you have updated your unit address information in PIC.

If you need additional assistance accessing the PIC system or in updating your addresses in PIC, contact the PIC hotline at 1-800-366-6827.

If you need additional assistance using the RASS system, please access RASS User Manual on the RASS web page at www.hud.gov/reac/products/prodrass.cfm or contact the PIH-REAC Technical Assistance Center at 1-888-245-4860.