Public Housing Portal

Public Housing Agency User Guide for
HUD-52574 PHA Board Resolution

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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Public Housing Portal

The Public Housing Portal (portal) is an online platform for Public Housing Authorities (PHAs) and the Office Public and Indian Housing (PIH). It allows PHAs to create and submit Operating Fund (OpFund) required forms. This guide provides PHA Board Chairs and Executive Directors with the steps to create, complete, and submit the online PHA Board Resolution form HUD-52574, which serves as a record of the PHA Board of Commissioners' approval of the PHA's operating budget. PHAs can view current and review historical HUD-52574 submissions online. It is important to note that the terms Development, Project, and Asset Management Project (AMP) are used interchangeably within the Portal. The Inventory Management System/PIH Information Center (IMS/PIC) continues to consider projects as developments.

PHA Board Resolution (HUD-52574)

The HUD-52574 Board Resolution form provides a record of the PHA Board of Commissioners' approval of the PHA's operating budget. Pursuant to 24 CFR 990.315, PHAs are required to prepare their operating budgets and submit them for Board review and approval. The Board Resolution must be kept on file and updated each PHA fiscal year for HUD's review. The Board Resolution assures:

- All statutory and regulatory requirements have been met;
- The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
- The budget indicates a source of funds adequate to cover all proposed expenditures;
- The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
- The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

Requesting Access to the Portal

PHA staff must request access to the Portal through their local Web Access Security Subsystem (WASS) security coordinator.

User Roles

WASS security coordinators must assign the users only one user role. WASS security coordinators must assign users the appropriate user role. The PHA user roles are described below:

| User Role	Description
OPD	**This user role is for the PHA's Executive Director only.** This user can create, edit, and delete the form, as well as upload and delete supporting documents. This user can sign and submit the form electronically.
OPE	This user can create, edit, delete the form, as well as upload and delete supporting documents. This user cannot sign or submit the form.
OPI	This user can only read completed submissions. This user cannot create, edit, upload supporting documents, sign or submit the form.
OPL	**This user role is for the PHA's Board Chairperson only.** This user can create, edit, and delete the form, as well as upload and delete supporting documents. This user can sign and submit the form electronically.

WASS security coordinator can find a user guide to assign user roles from this web page: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal.

Navigating to Portal through Secure Systems

Using the Google Chrome web browser only, go to the portal through the Secure Systems URL: https://hudapps.hud.gov/HUD_Systems/, log in, and click the "**Public Housing Portal (PIH Operating Fund)**" hyperlink.
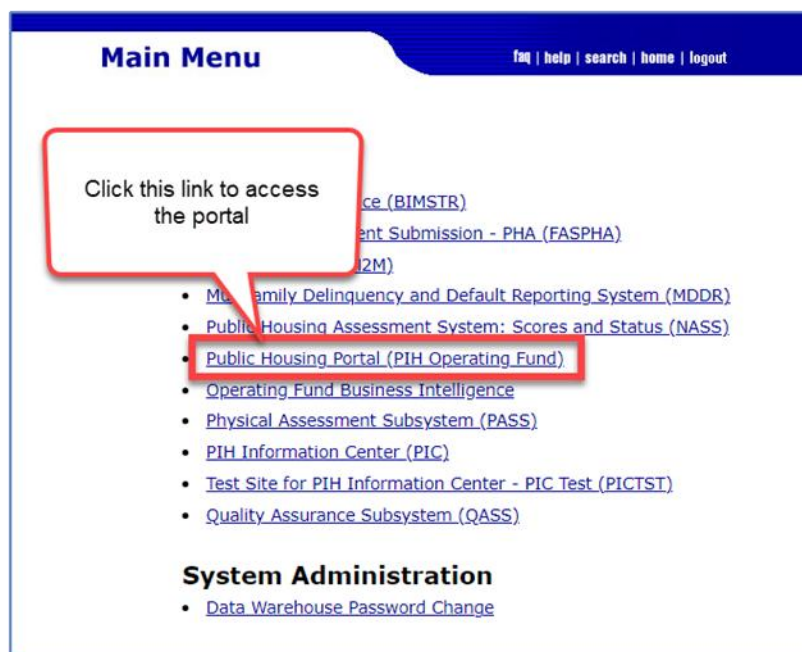
The system displays the portal home page as shown below.
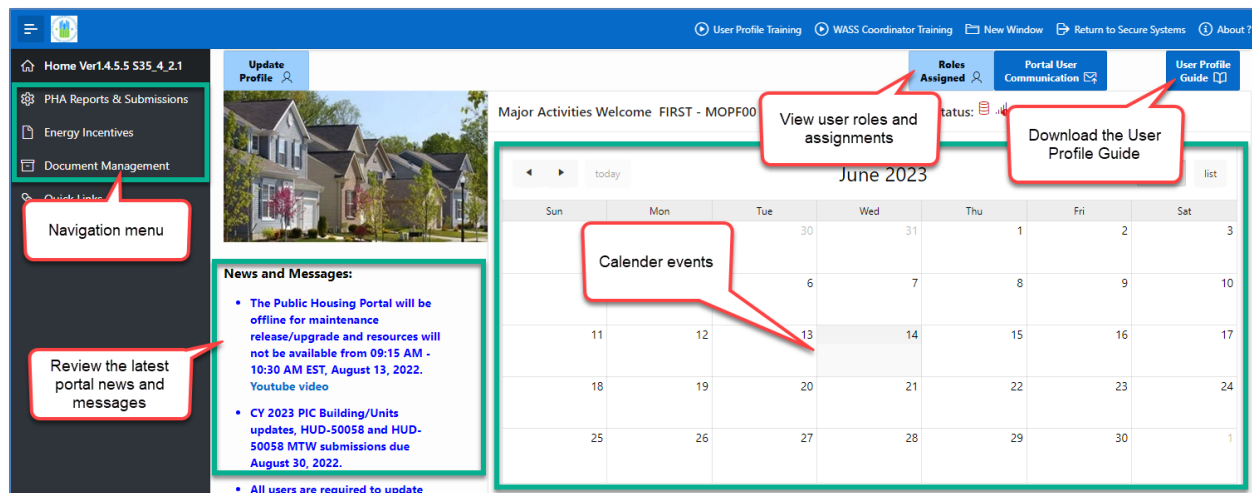
From the home page, PHA users can review upcoming portal submission dates, events, read the latest Portal News and Messages, download the User Profile Guide, update their User Profiles, and navigate to many of the portal's modules.

 IMPORTANT:

Please use the Google Chrome browser to access the portal.

User Profile

The portal requires all users to have a user profile. Users cannot navigate the portal or access portal resources until they create their user profiles. If the user has not created a User Profile, the home page will display the following message: **User profile is missing, please update user profile to continue.**
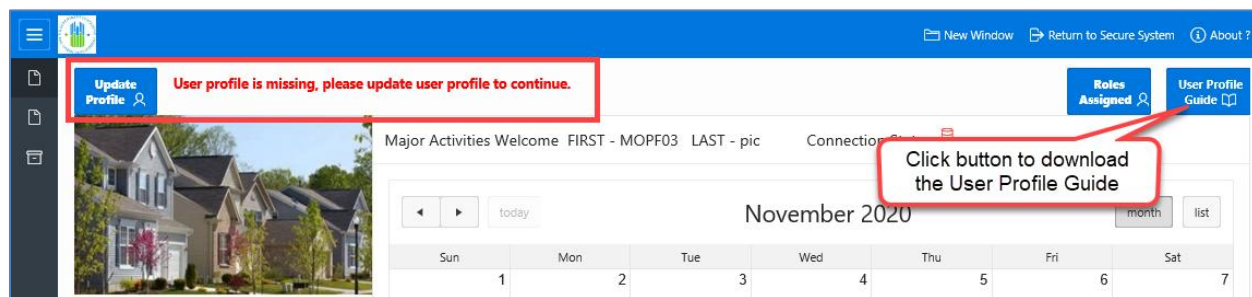
Consult the User Profile user guide to complete your User Profile. The "**User Profile Guide**" is available to download at the portal home page.

Missing PHA Assignment Warning

1. Click "**PHA Reports & Submissions**" in the left-side navigation menu.

If the system displays the "**Missing PHA Assignment**" warning in the upper right corner of the "PHA Reports & Submissions" page, the PHA user must contact their WASS security coordinator to correct their user role for the portal.
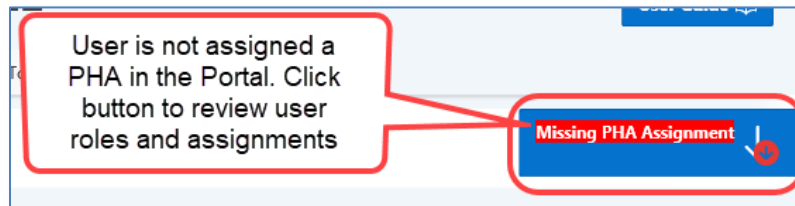
2. Click the "**Missing PHA Assignment**" button to review assignments of PHAs to user roles. The pop-up window displays the user's Portal roles and associated PHAs.
3. Contact your WASS security coordinator if you need to update your user role and/or PHA assignment(s).
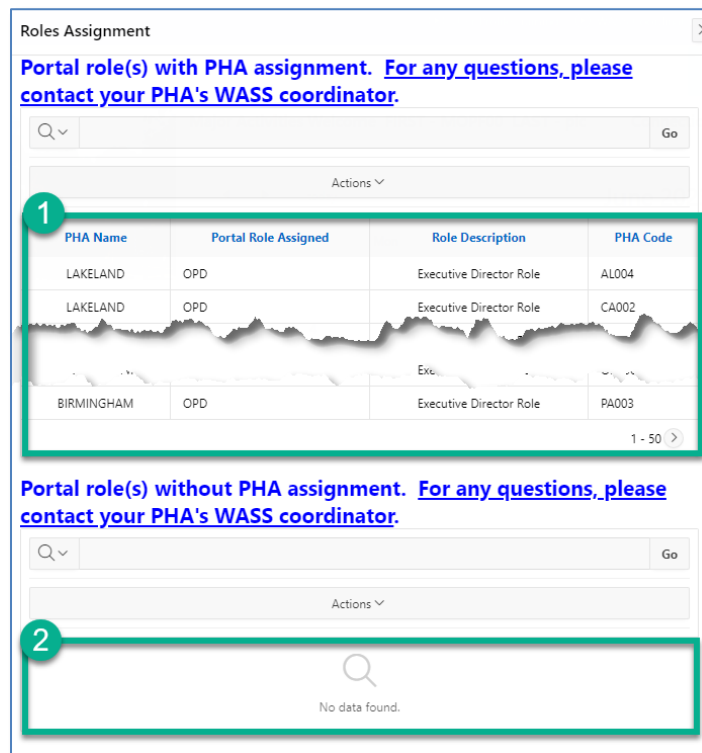
The PHA assignment pop-up window is divided into two (2) areas:

Area 1: Displays Portal role(s) assigned to the user that has associated PHA(s).

Area 2: Displays Portal role(s) assigned to the user that does not have associated PHA(s).

The user should contact the PHA's WASS security coordinator to assign a PHA.

Note: Changes to the user's roles and assignments may take up to two (2) business days. Until then, the user will not be able to access the portal.

News and Messages

The portal provides users with the current News and Messages related to the Portal and OpFund Grant processing. The News and Messages feed can be found on the home page:
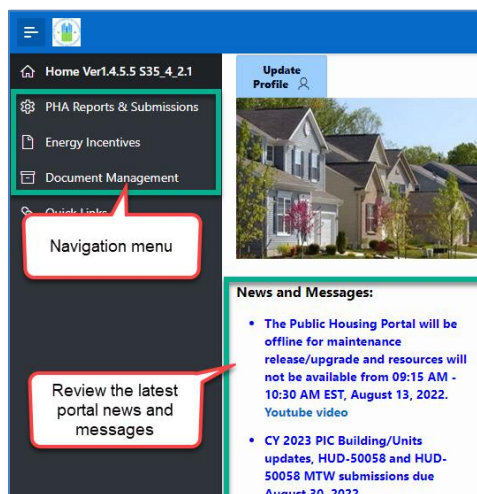
Communication Module

The portal provides a communication module that allows users to view historical listserv and email communications containing PIH guidance and instructions. This includes viewing the type of correspondence, the date of correspondence, as well as the subject, and the content. The user can sort through different reports ranging from previous years' reports to sub-reports within the current calendar year.

To open this module, select the "**Portal User Communication**" button in the upper right corner of the portal home page.

The "**View/Download Portal User Communications**" page displays the following:

Click the "**Actions**" drop-down menu to perform the following:

- Filter the full list of portal user communications by Column and Expression.
- Download the full list of portal user communications.
- Aggregate, group, and display the data in the chart format.

This module may help users to search, filter, sort and quickly locate correspondences from a PHA with a specific piece of information (e.g., correspondence regarding SR-FRB for a specific PHA).

Users can view details from each correspondence and content from the email or download the email and file attachments, as necessary.


Session Time-Out

Due to HUD-issued security requirements, if a user is inactive for ten (10) continuous minutes, the portal displays a pop-up message asking the user if the session needs to be extended or not. If the user doesn't extend the session the system will end the session in five (5) minutes after the pop-up message is displayed.
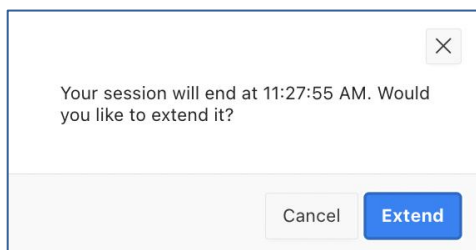
The user can continue extending the inactive session up to five (5) times (sixty (60) minutes). The portal terminates the user's session after sixty (60) minutes. The system starts persistently displaying the following warning message five (5) minutes before the end of the session:
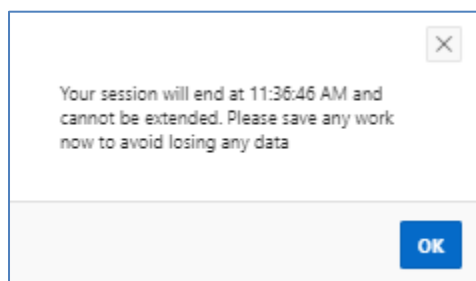
Click the "**OK**" button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated, the portal displays the following warning message:
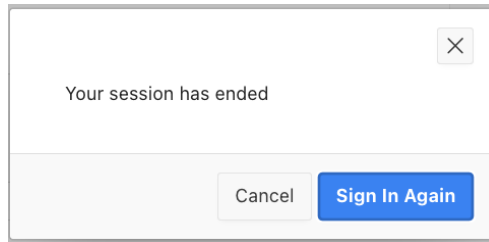
Click the "**Sign In Again**" button to return to the Secure Systems log-in page or click the "**Cancel**" button to close the pop-up window.

## System Maintenance and Software Updates

Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.
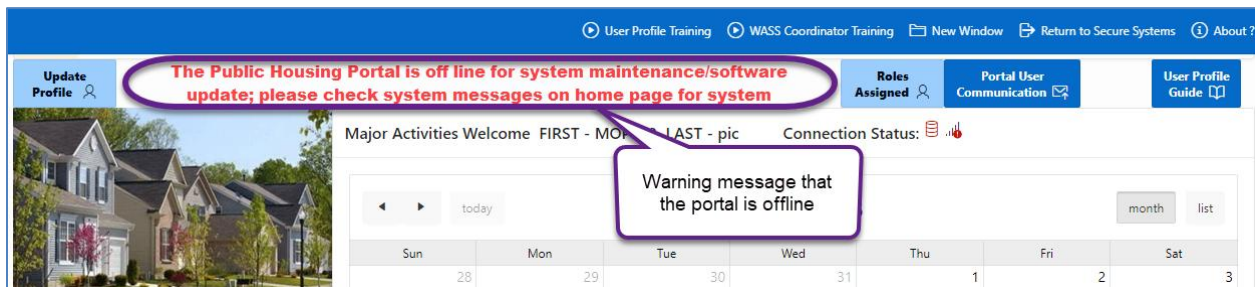
The portal will be available once the system maintenance or software updates are completed.

Navigation Shortcuts and Tips

The image below provides basic top navigation shortcuts located near the top of the portal.
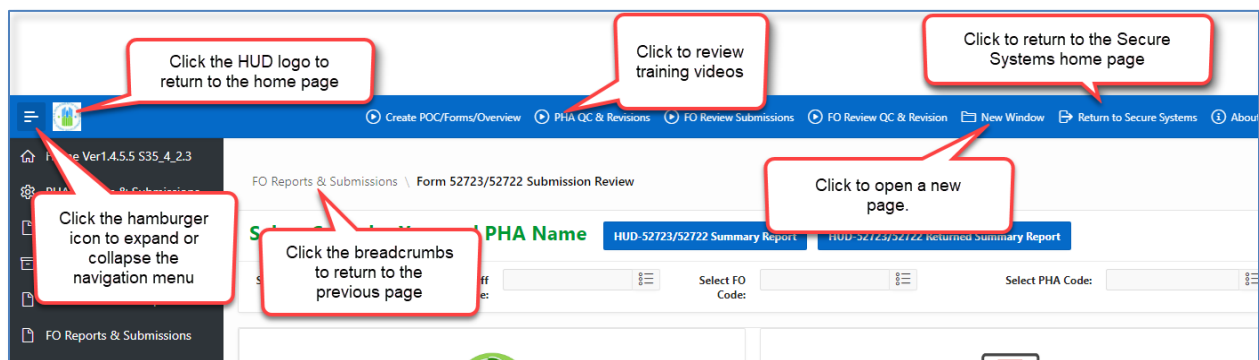
Users can click on the HUD logo to return to the portal's home page or click the "**Return to Secure Systems**" shortcut to return to Secure Systems. The portal provides breadcrumbs which are hyperlinks, indicating user's location on the website and helping to navigate the user to the

previous web page. The shortcut "**New Window**" opens the current page in a new web browser window. Clicking the "**PHA User Guide**" button downloads this "**PHA User Guide for HUD-52574 PHA Board Resolution.**"

Below is the list of icons the user may encounter while using the portal. These icons provide users with additional functions that include downloading, filtering the reports and tables, and reviewing the definitions of data elements.

☰	Click this icon to expand or minimize the navigation menu
✕	Click this icon to minimize the navigation menu
↓ Download	Click this icon to download the displayed data in CSV/Excel format
⤢	Click this icon to expand or maximize the tables
⤡	Click this icon to minimize the tables
⑦	Click this icon to read the definition of the data element
Q ˅	Click this icon before the search bar to select a column heading to filter tables
Actions ˅	Click this button to reveal additional features to manipulate reports and tables, such as download the report or filter the data
🗎 PHA User Guide	Click this button to view and download the Portal PHA user guide
▶	Click this button to open the module's training video (videos include options to select subtitles/closed captions and auto-translate to over fifty languages including Spanish)
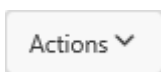
Navigate to the HUD-52574 PHA Board Resolution Module

Follow these steps from any page in the Portal to find the PHA Board Resolution Submission module. PHA Board Resolutions are done at a PHA wide level, not a development or AMP level.
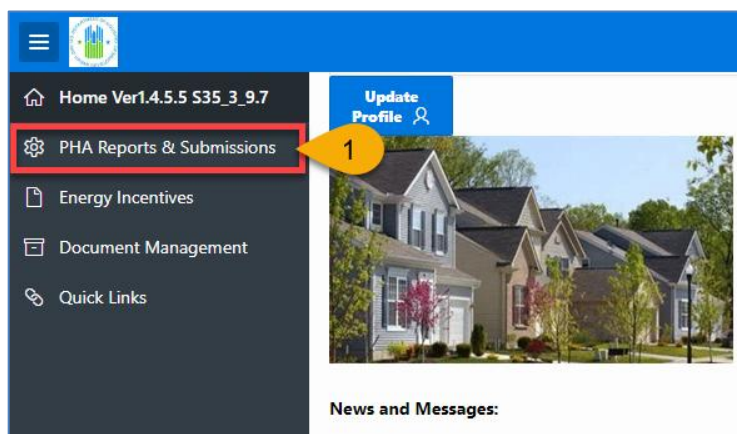
1. Click "**PHA Reports & Submissions**" in the left-side navigation menu.
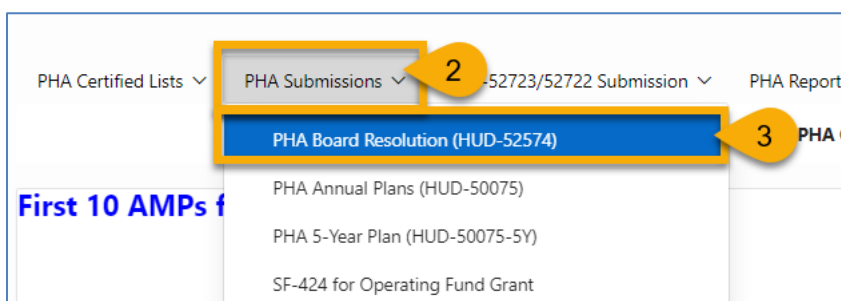
2. Click the "**PHA Submissions**" drop-down menu.
3. Select "**PHA Board Resolution (HUD-52574)**."

4. **Select PHA Fiscal Year Beginning (FYB):** Select the year your PHA's fiscal year starts.
5. **Select PHA Code:** Select the appropriate PHA.
6. Click the "**Create**" button.

> **Note: If the Board Resolution form has not been created yet, the system displays the "Create" button. If the Board Resolution has been already created, then the system does not display the "Create" button. In this case, the user can proceed by selecting the pencil (✏️) icon and continue with the submission (see "Create the HUD-52574" section).**

Create the HUD-52574

To complete the PHA Board Resolution, follow the steps below:

1. **Board Resolution Number:** Enter the number for the Board Resolution.

2. Mark the box(es) that are appropriate for the PHA's situation.

3. Click the calendar (⬜) icon to select the appropriate date.
4. Select the appropriate date.

5. **PHA Comments**: Enter any relevant information about this submission.

6. Click the "**Create**" button.

The portal notifies the user the Board Resolution has been created.

Submit the HUD-52574 with Electronic Signature

For Board Resolution submissions with electronic signatures, the Board Chairperson or the Executive Director must electronically sign the HUD-52574 submission. Once the form is electronically signed, the system automatically accepts the submission.

Note: Board Resolution form can be electronically submitted by the Board Chairperson or the Executive Director. The system auto-accepts the form as soon as it is submitted. It is preferable that the Board Chairperson or the Executive Director electronically signs the HUD-52574 and follows the steps outlined in this section. If for some reason a Wet Signature is desired, please follow the directions for "Submit the HUD-52574 with Wet Signature".

After following the steps in the "Create the HUD-52574" section.

1. Click the "**Sign & Submit**" button once all required sections are complete.

2. **Signature Text**: As the Board Chairperson or Executive Director, enter your name in the text box. Signature text must be a minimum of six characters.
3. Click the "**Sign Document**" button.

4. If the Board Chairperson agrees with the certifications, then the Board Chair must click the "**OK**" button to electronically sign the form.

5. Click the "**OK**" button to continue.

The portal auto populates the Name of the Board Chairperson or the Executive Director and signature with the signatory's name.

The Board Resolution form is now submitted and automatically accepted by the system.

Submit the HUD-52574 with Wet Signature

To manually sign the form, first create the HUD-52574 by following the steps in the "**Create the HUD-52574**" section.

📌 **Note: It is preferable that the Board Chairperson or Executive Director electronically sign the HUD-52574, rather than manually. To electronically sign HUD-52574, go to the "Submit the HUD-52574 with Electronic Signature" section.**

When the Board Resolution form is created, the "**Electronic Signature**" is set to "**True**" by default. In order to change it to the manual signature submission, the PHA must send an email to FMD at publichousingportal@hud.gov with the subject line "**PHA Board Resolution Wet Signature Request <PHA Code>**". Include the form ID, Calander Year (CY), and PHA Code in the body of the email.

Once the FMD staff receives the PHA request for wet signature, the "**Electronic Signature**" field will be changed from "**True**" to "**False**". The PHA will receive a confirmation email from the FMD support team.

📌 **Note: Once the "Electronic Signature" is set to "False" the PHA must complete/print the form from the Public Housing Portal, physically sign it, and then upload the signed form as an attachment to the Board Resolution submission. The Form ID on the printed/signed form must match the Form ID in the online Portal. Do not use forms from other sources including HUD.gov.**

1. **Board Chairperson or Executive Director's Name, as authorized:** Replace the auto-populated text *"Auto-populated upon e-signature completion"* with the name of the Board Chairperson or Executive Director who manually signed the form.
2. Click the "**Apply Changes**" button.
3. Click the "**View/Print Board Resolution (HUD-52574)**" button to open a pop-up window.

4. Click the "**Print**" button on the form.

5. The authorized Board Chairperson or Executive Director must sign the printed HUD-52574 form.
6. Provide the date of signature. Scan the signed HUD-52574 form.

PHAs must ensure that the HUD-52574 Application ID number in the scanned and signed attachment matches the HUD-52574 ID in the Portal.

7. Click the "**Signed form HUD-52574 Add/Delete/View Attachment**" button.

A pop-up window appears for PHA to upload the form.

8. **Document Type**: Select "**PHA Board Resolution (HUD-52574**)" option.

Note: The "Document View" field defaults to "PHA and HUD View" and cannot be changed for PHA users. The "PHA and HUD View" option makes the attachment visible to both PHA and HUD users.

9. **Comment**: Enter any comments related to the form.
10. **File browse**: Either "**Drag and Drop**" the file or click the "**Choose File**" button to search and select the scanned file. Follow your PC's prompts to complete the selection of the file.
11. Click the "**Upload File**" button.

The file appears in a list at the bottom of the pop-up window.

Click the "**Download**" hyperlink to download and view the file. Click the trash bin icon (🗑) to delete the file.

12. Click the "**Close & Return**" button to return to the HUD-52574 and continue with the submission of the form.

13. Click the "**Submit Request**" button.
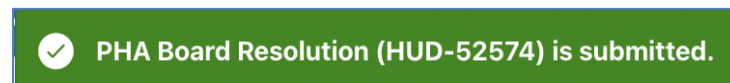
The portal displays a notification that the Board Resolution has been submitted for Field Office review.

Change HUD-52574

While the form is in "**Created**" status the Board Chairperson or the Executive Director can make the following changes to the HUD-52574: updating PHA comments, dates, or changing electronic signature to wet signature and vice versa. Once the changes are made to the form follow the steps below to save these changes.

1. Once the changes are made, click the "**Apply Changes**" button.

The portal displays a notification that the Board Resolution has been updated.

View Email Log

Once the HUD-52574 form is created and while under FO review, FO user can send follow-up emails to PHA Executive Director. PHA can view the Email Log, following the directions below.

1. Click the "**Email Log**" button.

The email log displays the details of the email(s) FO sent to PHA during the current submission as well as previous submissions.

2. Click the "**ID**" hyperlink to view the full contents of the email.
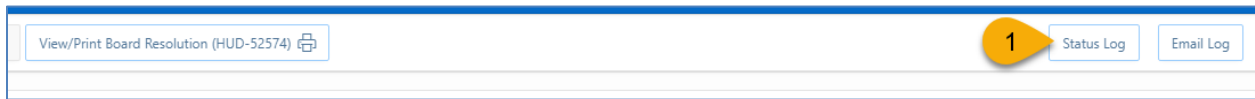
View Status Log

PHA can view the current submission Status Log, following the directions below.

1. Click the "**Status Log**" button.
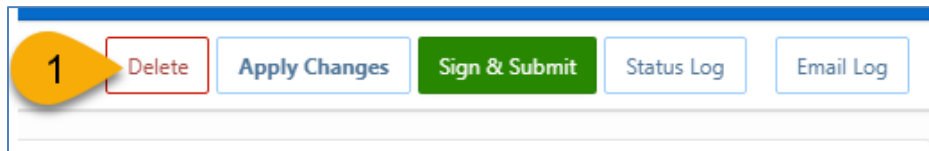
Current Submission Status

Module ID	Calendar Year	Module Ref. No.	Development No.	User Name	Update Date /Time	Old Status	New Status	FO Submission Comments	HUD Comments	Return /Withdrawn /Denied Comments	PHA Comments	Last Update User	Last Update Date
549	2025			Admin User, Public Housing Portal	08/08/25 07:06PM	Submitted	Accepted					Admin User, Public Housing Portal	08/08/25 07:06PM
549	2025			Abraham, Johnson-HOPF00	08/08/25 07:06PM	Created	Submitted					Abraham, Johnson-HOPF00	08/08/25 07:06PM
549	2025			Abraham, Johnson-HOPF00	08/08/25 07:06PM		Created					Abraham, Johnson-HOPF00	08/08/25 07:06PM

The status log displays the changes in status through the lifecycle of the current form, from "**Created**" to "**Accepted**" **status**.

Delete HUD-52574

To delete the HUD-52574 Board Resolution, follow the steps below.

1. Click the "**Delete**" button to remove the submission.

2. Click the "**OK**" button.

Received HUD-52574

For manual/wet signature submissions the Portal notifies the PHA's Board Chairperson or Executive Director by email when the HUD Field Office (FO) receives their HUD-52574 Board Resolution submission.

HUD received your PHA's Board Resolution (HUD-52574) submission. Your PHA's Board Resolution (HUD-52574) submission will be reviewed by your local Field Office. You can view your PHA's current submission in the Public Housing Portal by selecting the following from the main navigation:

PHA Reports & Submissions → PHA Submissions → PHA Board Resolution (HUD-52574)

If you have any questions, please contact your local Field Office.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Accepted HUD-52574

For manual/wet signature and electronic signature submissions the Portal notifies the PHA's Board Chairperson or Executive Director by email when the HUD Field Office (FO) accepts their HUD-52574 Board Resolution submission.

HUD reviewed your PHA's Board Resolution (HUD-52574) submission and determined it to be complete.

Your PHA's Board Resolution (HUD-52574) submission is accepted. You can view your PHA's current submission in the Public Housing Portal by selecting the following from the main navigation:

PHA Reports & Submissions → PHA Submissions → PHA Board Resolution (HUD-52574)

If you have any questions, please contact your local Field Office.
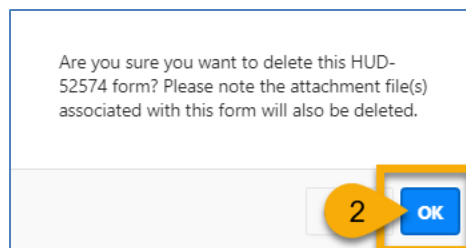
Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Returned HUD-52574

The Field Office may return the PHA's HUD-52574 Board Resolution submission if the submission contains errors, omissions, missing or incorrect documentation, or any other reason. The Portal notifies the PHA's Board Chairperson or Executive Director by email when the FO returns their Board Resolution form.

HUD reviewed and returned your PHA Board Resolution (HUD-52574) submission. The reason for the return is provided below. **Please create and resubmit a new PHA Board Resolution (HUD-52574) submission to receive timely funding for your PHA.** You can view your PHA's current submission in the Public Housing Portal by selecting the following from the main navigation:

PHA Reports & Submissions → PHA Submissions → PHA Board Resolution (HUD-52574)

Return comments: *Return comments ....*

If you have any questions, please contact your local Field Office.

Sincerely,

Office of Public and Indian Housing

U.S. Department of Housing and Urban Development

Resubmit HUD-52574

If the Field Office has Returned the Board Resolution, the PHA has the opportunity to resubmit it to the Field Office for review. From the PHA Board Resolution (HUD-52574) page, follow the steps below.

1. **Select PHA Fiscal Year Beginning (FYB):** Select the year your PHA's fiscal year starts.
2. **Select PHA Code:** Select the appropriate PHA.
3. Click the "**Create**" button.

Proceed with the resubmission following the sections above.

The Public Housing Portal Statuses

The Portal tracks five (5) different HUD-52574 statuses.

Created: The PHA created the form and may have started reviewing and updating the form. The PHA must review, update, upload/delete attachment with the wet signature or electronically sign and submit the form in "**Created**" status.

Submitted: The PHA submitted the form to HUD. PHA cannot edit the form in "**Submitted**" status but can upload new attachments if needed.

In Review: The PHA submitted the form to HUD and FO staff started reviewing the form. PHA cannot edit the form in "**In Review**" status but can upload new attachments if needed.

Accepted: The FO staff has accepted the form. PHA/FO cannot edit the form in **Accepted** status nor upload/delete file attachments.

Returned: The FO staff has returned the form to PHA to correct errors or omitted data. PHA/FO cannot edit the form in "**Returned**" status nor upload/delete file attachments. The PHA must fix any errors and omissions and resubmit for HUD's review.

Questions

Do you have any comments, questions, or need help finding information in the Portal? We are here to help!

- For questions about OpFund grants, calculating or understanding OpFund eligibility, PIH regulations, or notices, contact your local FO.
- For questions or technical issues regarding your access to the Portal, contact the Real Estate Assessment Center – Technical Assistance Center (REAC-TAC) by calling 1-888-245-4860 Option #4 or by sending an email to REAC_TAC@hud.gov.
- For questions regarding technical issues with using the Public Housing Portal, contact publichousingportal@hud.gov.