



# Accessing and Completing the Capital Fund B&U Certification in IMS/PIC

July 2025

Per Notice PIH 2011-58, the Capital Fund Program (CFP) formula used to calculate the funding amount for each CFP grant relies extensively on the data contained in the IMS/PIC system. The executive director (or an authorized subordinate staff person) is required to complete the certification on an annual basis within the system. This document will assist PHAs with completing this task.

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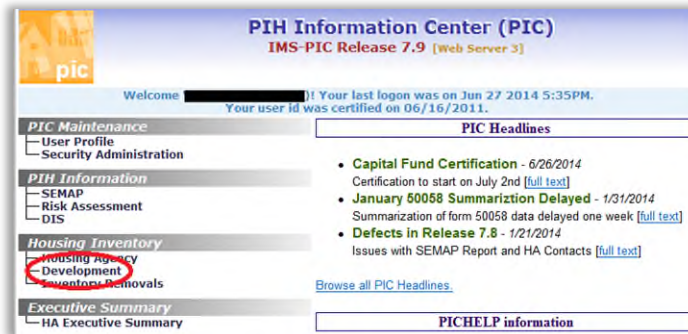
## Important Reminders

The information below will assist PHAs with the most common questions and issues that come up during the certification period each year.

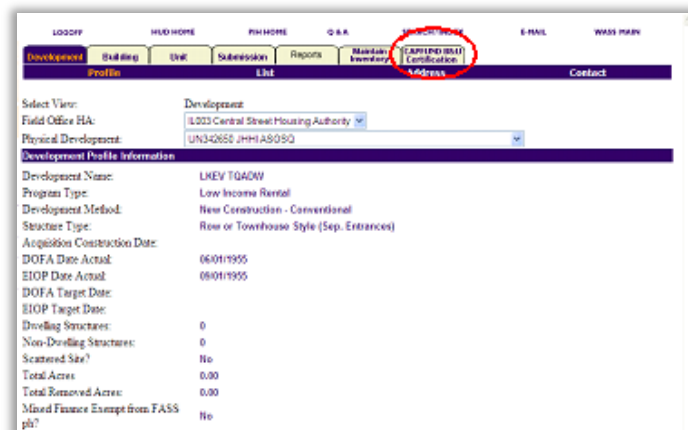
- PHAs will receive an email with details about when the certification will be available and the due date.
- Do not wait until the due date to start your certification. If there are questions or issues it may take some time to resolve them. There is also typically a higher volume of activity in the system around this time.
- Please contact your local field office PIC Coach with questions about data in your CapFund B&U certification prior to contacting the REAC Technical Assistance Center (TAC). Most of the issues can be fixed if the PHA and local field office work together—**PHAs should not contact the TAC simply because field office staff are unavailable or out of the office.**
- If a PHA makes changes to their building and unit data, they must submit it for HUD approval under the Submission tab. Detailed instructions can be found in the Submitting the Building and Unit Data for Approval section of the [Building and Unit Upload Template and Building and Unit Submission Instructions job aid](#). If it has been many years since a PHA has submitted their data for HUD approval and/or they are unsure if there are changes that HUD has not approved, there are no negative impacts if the PHA submits the data and the field office reviews and approves it.
- PHAs are reminded that they should not use their browser's Back button while using any of HUD's online systems.

## Navigating to the Certification

1. Login to REAC (Secure Systems) by going to <https://www.hud.gov/reac> and single click the Login here link.
2. Once you correctly input your user ID and password you will receive the Legal Warning page. Look through this for any important announcements as usual. When you have finished, single click on the Accept button at the bottom of the page.
  - Note: After 3 failed login attempts your user account will be locked. If you have tried twice and are unable to login, you can reset your password by going to <https://hudapps.hud.gov/reac/wass/resetPwd.html>. An email will be sent to the email address on record in your user record. If you try three times and lock your account, you must call the TAC at 1-888-245-4860 to request to have the account unlocked.
3. From your Secure Systems Main Menu, single click on the link for PIH Information Center (PIC). This will take you into the PIC system.
  - If you get a message that your PIC account is expired when you click on the PIC link, please email your name and PHA code to your local field office PIC Coach, so they can update your account.
4. Once you are in PIC you need to single click on the Development sub module link under the Housing Inventory module. See example below.



5. Single click on the CAPFUND B&U Certification tab on the top of the page. See example below.



6. The CapFund Certification page will be displayed. Your page will look like the one below.

Development List

Select View: Development  
Field Office HA: IL003 Central Street Housing Authority

Search

Capital Fund Certification Fiscal Year: 2009  
Development Number:

Search

Status

Due Date: 02/22/2009  
Certification Status: Not Started

Page No: 1 of 1

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
IL003000003	Management	03/14/1943		<input type="checkbox"/>
IL003000003	Management	04/01/1991		<input type="checkbox"/>
IL003000003	Management	06/01/1955		<input type="checkbox"/>
IL003000004	Management	11/03/1974		<input type="checkbox"/>
IL003000006	Management	08/10/1976		<input type="checkbox"/>
IL003000007	Management	12/31/2001		<input type="checkbox"/>
IL003000008	Management	08/31/2006		<input type="checkbox"/>
IL003001	Management	10/01/1941		<input type="checkbox"/>

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Certify Reject Reset Development Status

## Examining the Certification Data

**All the data you will be verifying will be as of 6/30; in the case of the FY 2026 funding the reporting date is 06/30/2025. Changes effective after this date will not be reflected.**

### Development Level Data

You will need to make sure that all your developments are listed. During the FY 2009 Capital Fund B&U certification process you should have verified the DOFA date (also known as the DOFA Date Actual on the Development Profile page) for each development that existed at that time. It is important that you look at the following items each year:

- If you have added new developments since last year's certification, you must verify the DOFA date for those.
- If a development regrouping has gone into effect since last year's certification, verify the DOFA date for all developments that were involved. A weighted average DOFA date is calculated for a development during the regrouping process. PHAs need to make sure that the new DOFA date, if the developments involved had different DOFA dates, appears to be what would be expected. If you are unsure or it appears to be drastically different you may contact the Office of Capital Improvements for clarification.
- Note that if your PHA removed buildings and units from inventory prior to PIC's existence you may have some old 8-character development numbers. These should also have been verified in the FY 2009 certification, but they will still need to be certified each year. If you are unsure of how to verify these developments, please let your PIC Coach know.

### Building Level Data

The Building List page of the certification – not to be confused with the Building List page under the Building tab – contains the details for all buildings in a development. While it will have a similar look to the Building List page associated with the building tab, the page under the CAPFUND B&U Certification tab is only for viewing the information.

If building information is incorrect, it must be corrected under the Building tab. This would include items such as the address for the building (building entrance), building name, and structure type. If the building status is not correct, for example it should be removed from inventory, that will need to be done by submitting a removal transaction in the Inventory Removals sub module. Removing a building from inventory will also remove any units associated with the building. See the [Correcting Certification Data](#) section of this document for further information.

In reviewing building information, pay particular attention to the building status and configuration, which may impact funding.

## Unit Level Data

There are two certification pages that contain the essential data related to each development that the Department uses to calculate the Capital Fund formula. The Development List (Development Details) page contains the unit counts broken out in various categories. The Unit List page of the certification – not to be confused with the Unit List page under the Unit tab – contains the details for all units in a development. While it will have a similar look to the Unit List page associated with the unit tab, the page under the CAPFUND B&U Certification tab is the official source for the certification.

### **An error in any of the data elements listed in the two sections below may affect the calculation of the Capital Fund formula.**

#### Interpreting Information on the Development List Certification Page

Listed below is information on how to interpret the unit count data for the selected development on the Development Details page.

- Standing Units – standing units are the number of ACC units in the development as of the “reporting date” that have not been removed from the inventory of the development. The standing unit count excludes non-ACC units (unit with an ACC indicator of No).
- Removed Units – removed units are units in the development that have been removed from the inventory with an approved action date/closing date for the removal that is on or before the “reporting date” but not more than 11 years prior to this date. **This does not include merged units.**
- Non-ACC Units – non-ACC units (units with an ACC indicator of No) are units that are not included under the public housing annual contributions contract (ACC) between HUD and the PHA. Usually these units are market rate/non-public housing units in mixed finance developments but could have also been removed from the ACC for some other reason. 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. This does not include merged units marked as ACC=No.**
- Non-Dwelling Units – non-dwelling units include dwelling units that are marked as non-dwelling for a specific purpose (administrative uses, resident amenities, etc.) through an approved Unit Tenant Status change. Non-dwelling units do not include non-dwelling buildings in the development.
- Standing Unit Bedroom Count – the total number of bedrooms in the standing units. *For instance, if you have 20 two-bedroom units the total number of bedrooms is 40. Zero-bedroom units are not included in this count because they have no bedrooms.*

- Removed Unit Bedroom Count – the total number of bedrooms that were in the removed units prior to their removal. *For instance, if you had 3 two-bedroom units the total number of bedrooms is 6.*
  - Please note that PHAs must not only check that the number of units removed is correct, but also that the effective date for each removed unit is accurate. The certification looks at units removed in the last 11 years. The Capital Fund formula calculates funding based on the removal date(s).

## Interpreting Information on the Unit List Certification Page

Listed below is information on how to interpret the details for each unit for the selected development on the Unit List page.

- ACC Unit Indicator – units with a value of “Y” were included in the “Standing Units” count on the Development Details page. Units with a value of “N” were included in the “Non-ACC Units” count if they are not a merged unit.
- Bedroom Count – this is the number bedrooms the unit has.
- Unit Designation – this denotes what the unit’s designated use is. For example, “General Occupancy” means that there is not a Designated Housing Plan in place to designate the unit for use by a specific population as outlined in [Notice PIH 2022-03](#) and 24 CFR 945. If a unit has been approved through a Unit Tenant Status change as a non-dwelling unit, it will say “Non-Dwelling”. Units marked as a merged unit will say ‘Merged Unit’.
- Submission Status Type – the status of a unit. Most units will say “Initial Approval Completed”, which means they are in inventory, but some may also have one of the demo dispo statuses or a removed status if they have been included in an inventory removals application.

## Verifying the Data in the Certification

1. You will need to check the data in each of your developments for accuracy. To do this, single click on the development number you wish to review. See the [CapFund Certification page screen print above](#) for illustration of where to click on your development number.
2. Once you have clicked on your development number the Development Details page of the certification will appear. See example below.

The screenshot shows the 'Development Details (2011)' page. At the top, there are tabs for Reports, Maintain Inventory, Certification, and Approval. Below these are sub-tabs for Development, Building, Unit, Submission, and Approval. The main content area displays the following information:

Field Office HA: NE011 GRESHAM  
Physical Development: NE011000001 GOLDEN AGE MANOR

Development Details (2011)

Unit Count				Standing Unit Bedroom Count	Removed Unit Bedroom Count
Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units		
12	0	0	0	21	0

Below the table, there are fields for 'PIC Help Ticket No.' and 'Comments', and a 'HQ Comments' section. At the bottom, there is a note: '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.' and buttons for 'Reset' and 'Save'.

3. The information in the [Development Level Data](#) section of this document will tell you what items you need to verify on the Development Details page. If you have questions about the data contained




on this page for your development, please contact your PIC Coach. Remember, at the end of the certification when you certify this data, this is what your Capital Fund grant will be based on.

4. Once you have verified that all the above elements are correct on the Development Details certification page, you should use the Building List, Unit List, and RMI Units (removed units, only if this applies to your PHA) links in the certification to verify the building and unit data that was used to come up with the numbers on the Development Details page. See the first screen print below for where to find these links. **Since the details on the Unit List page “roll up” to the Development Details page and it also includes the unit designation information, you must look at this page.**

- Building List: Note that Capital Fund does not look at street addresses so if these are incorrect you should still proceed with the certification process and then correct them afterwards.
- Unit List: You must go to the Unit List page to verify the data for each unit. The [Unit Level Data](#) section of this document will help you understand some of the items to focus on as well as the second screen print below. Also, even though merged units are not looked at by the CapFund formula, they will still appear in the Unit List certification link. There is a download to Excel link in the upper right-hand corner if you would like to download the Unit List certification page contents to Excel instead of having to page through all the pages if you have many pages of data.

*Development Details certification page*

HQ Division:	PO Field Operations							
Hub:	7HKNC Kansas City Hub							
Field Office:	7DPH OMAHA PROGRAM CENTER							
Field Office HA:	NE001 OMAHA							
Physical Development:	NE001000006 EVANS TOWER							



Unit Information								
Units 1 to 50 of 111								
Unit Number	Building Number	Entrance Number	Floor Number	Door Number	ACC Unit Indicator	Bedroom Count	Unit Designation	Submission Status Type
2248	H003	1	1	101	N	1	Non-Dwelling	Initial Approval Completed
2249	H003	1	2	201	Y	1	Officially Elderly	Initial Approval Completed
2250	H003	1	2	202	Y	1	Officially Elderly	Initial Approval Completed
2251	H003	1	2	203	Y	2	Officially Elderly	Initial Approval Completed

*Unit List certification page*



## Correcting Certification Data

If there is data within your certification that is not correct, you will need to correct that data under the applicable tab using the following basic steps as guidelines.

**IMPORTANT!!** Do not wait until the last day to make corrections! Since HUD must approve the entire set of building and unit data **and** the certification must refresh overnight, per step 5 below, if you wait until the last day this will not leave enough time for the certification to contain the correct data.

### **NOTES:**

- If you have already certified or rejected a development, you will need to single click the check box for the development to the right of the certification status column and then single click the Reset Development Status button for that development to be refreshed after step 5 below is completed. **A development must have no status or a status of Draft for the data to refresh after the building and unit data approval.**
  - If you have already submitted your certification and then realize you need to correct data, **email** your local field office PIC Coach and let them know your certification needs to be reset to draft. They will put in a request to have this completed. In the meantime, you can begin the process of correcting the data, but do not complete step 5 below until you have been told the certification has been reset. Once the certification is reset, if it was not done for you, you will need to reset the status of the developments that you are making corrections in per the first bullet above.
1. If you have more than one development, single click on the Development tab to access the Physical Development drop-down list to select the development you need to correct data in. Once you have selected the development, single click on the Select button to navigate to that development.
  2. Click on the tab that corresponds to the data you need to correct.
    - If you need to correct building level data, single click on the Building tab.
    - If you need to correct unit level data, single click on the Unit tab.
    - Information on the Development Profile page (Development tab) can only be corrected by a HUD user with the ability to edit this page.
  3. Find the building/unit that needs to be corrected and single click on its identifier (building number or unit number, as applicable).
  4. Correct the data element in question. If you have questions about editing data, please contact your local field office PIC Coach.
    - Some data elements are not editable. This may be because only a super user can modify the data or because the unit is occupied.
    - To correct Unit Designation, Accessible Designation, or Unit Tenant Status data, please refer to the applicable job aid. Links can be found in the [IMS/PIC Building and Unit Job Aids](#) section of this document.
    - If a building/unit needs to be removed from inventory, information on creating and submitting a removal transaction can be found in the [Inventory Removals Sub Module Jobs Aids](#) section of this document.
    - Information about correcting other anomalies you may see in the building and unit data can be obtained from your local field office PIC coach.
  5. Once all data has been corrected – and approved in the case of Unit Designation, Accessible Designation, and Unit Tenant Status data – you **MUST** submit your entire set of building and unit data for HUD approval and HUD must approve it. **HUD approval of the entire set of building and**

**unit data is the only way the certification will refresh.** Once HUD approves the data, the certification will refresh that night.

## Submitting the Certification

1. Once all data has been verified as accurate you will need to go to the CapFund B&U Certification page by single clicking on the CapFund B&U Certification tab at the top of the page.
2. On the CapFund B&U Certification page, you will need to apply a status to each of your developments that you have examined the data for. To do this you will:
  - 1) Single click the check box for the development to the right of the certification status column.
  - 2) If the data was correct, you will single click the “Certify” button in the bottom right corner of the page. See the screen print below. In rare circumstances you may have to reject a development. You should adhere to the following regarding rejections:
    - Most data errors can be corrected without having to reject a development. Developments must only be rejected if the PHA and field office have discussed the issue and determined that a data element cannot be corrected, and a TAC ticket has been obtained. That ticket number would be entered on the Development Details page (see step 8). The user should type the letters IM followed by the numbers in the ticket number provided by the TAC (if a ticket number starts with zero omit the zero, for example for ticket number 01234567 enter IM1234567). The user would then apply the Reject status to that specific development on the Capital Fund Building and Unit Data Certification page. **Only enter a comment on the Development Details page if you are rejecting the development with a ticket number.**

The screenshot shows the CapFund B&U Certification page. At the top, there is a search bar with 'Capital Fund Certification Fiscal Year' set to 2009 and a 'Development Number' field. Below this is a 'Status' section showing 'Due Date: 02-22-2009' and 'Certification Status: Draft'. A table lists several developments with columns for 'Development Number', 'Development Status', 'DOFA', 'PIC Ticket No.', and 'Certification Status'. The first row has a checked checkbox in the 'Certification Status' column, which is circled in red and labeled with a red '1'. At the bottom of the page, there are three buttons: 'Certify', 'Reject', and 'Reset Development Status'. The 'Certify' button is circled in red and labeled with a red '2'.

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
IL003000002	Management	03/14/1943		<input checked="" type="checkbox"/>
IL003000003	Management	04/01/1991		<input type="checkbox"/>
IL003000004	Management	06/01/1955		<input type="checkbox"/>
IL003000005	Management	11/03/1974		<input type="checkbox"/>
IL003000006	Management	08/10/1976		<input type="checkbox"/>
IL003000007	Management	12/31/2001		<input type="checkbox"/>
IL003000008	Management	08/31/2006		<input type="checkbox"/>
IL0030001	Management	10/01/1941		<input type="checkbox"/>

3. If this has been done correctly, when the page refreshes the Certification Status column will display Certified as the status on the line for that development as is pictured in the screen print below.
  - If you are rejecting a development per the information provided above, the status will say Rejected and you will see the ticket number under the PIC Ticket No. column.

Development Building Unit Submission Reports Main Inventory **CAPITAL FUND Certification**

Development List

Select View: Development  
Field Office HA: IL003 Central Street Housing Authority

Search

Capital Fund Certification Fiscal Year: 2009  
Development Number:

Search

Status

Due Date: 02/22/2009  
Certification Status: Draft

Page No: 1 of 1

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
IL003000002	Management	03/14/1943		Certified
IL003000003	Management	04/01/1991		
IL003000004	Management	06/01/1955		
IL003000005	Management	11/03/1974		
IL003000006	Management	08/10/1976		
IL003000007	Management	12/31/2001		
IL003000008	Management	08/31/2006		
IL001001	Management	10/01/1941		

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Page 1

Buttons: Certify, Reject, Reset Development Status

4. Once you have selected the status for each of your developments you are ready to submit the certification. **Note that once this is done you cannot make any changes, so make sure that everything is correct including the Certification Status for each development.** Single click on the Submit button on the lower right-hand corner of the Capital Fund B&U Certification page to submit the certification (see screen print below). The page will refresh. **When the page refreshes verify that the Certification Status says Submitted.** If it still says Draft, you have not clicked on the Submit button yet. Once the Certification Status says Submitted, print a copy of this page for your records.

Development Building Unit Submission Reports Main Inventory **CAPITAL FUND Certification**

Development List

Select View: Development  
Field Office HA: IL003 Central Street Housing Authority

Search

Capital Fund Certification Fiscal Year: 2009  
Development Number:

Search

Status

Due Date: 02/22/2009  
Certification Status: Draft

Page No: 1 of 1

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
IL003000002	Management	03/14/1943		Certified
IL003000003	Management	04/01/1991		Certified
IL003000004	Management	06/01/1955	IM12345	Rejected
IL003000005	Management	11/03/1974		
IL003000006	Management	08/10/1976		
IL003000007	Management	12/31/2001		
IL003000008	Management	08/31/2006		
IL001001	Management	10/01/1941		

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Buttons: Certify, Reject, Reset Development Status, **Submit**

## IMS/PIC Building and Unit Job Aids

The job aids listed below are the same as the ones listed on the IMS/PIC Job Aids page. As of July 2025, this page is currently unavailable due to recent updates to HUD's website, so the links are being provided here. The links to these files could change in the future, especially if this web page comes back online.

### Development Sub Module Job Aids

These job aids will assist with tasks in the Development sub module for working with building and unit data.

- [Building Reports](#)
- [Unit Tenant Status Changes](#)
- [Unit Designation and Accessible Designation Changes](#)
- [Unit Reports](#)
- [Mixed Finance Developments \("Fixed" vs. "Floating" Units\)](#)
- [Building and Unit Data Submission](#)
- [Building and Unit Upload Template](#) (also includes the building and unit data submission instructions)
- [Configuring Buildings and Units](#)
- [How to Merge Two or More Units into One](#)
- [Moving Buildings to a Different Development Number](#)
- [Data Collection Template for Adding Non-dwelling Buildings that are Missing in IMS/PIC](#)
- [Development and Inventory Removals - Editing Inventory in a Draft Inventory Removals Application](#)

### Inventory Removals Sub Module Jobs Aids

The [How to Create an Inventory Removals Transaction](#) job aid will assist with creating and submitting a removal transaction in the Inventory Removals sub module.