



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

March 2024

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.

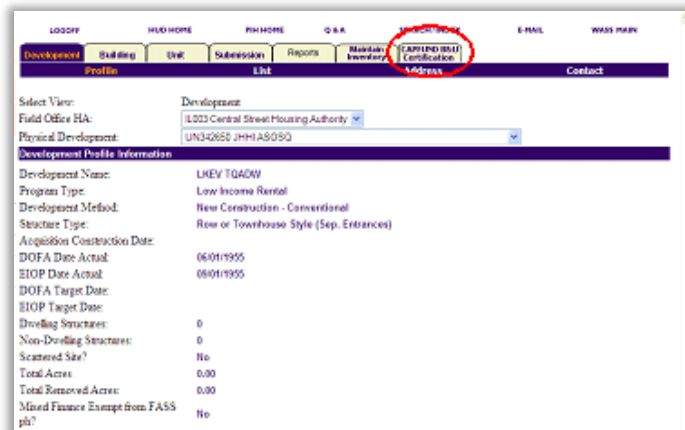
- PHAs will receive an email with details about when the certification will be available and the due date.
- Do not wait until the due date to start your certification. If there are questions or issues it may take some time to resolve them. There is also typically a higher volume of activity in the system around this time.
- Please contact your local field office PIC Coach (the list of PIC Coaches can be found [here](#)) 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 here: <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 Capital Fund Building and Unit Data Certification page will be displayed. Your page will look like the one below.

| Development Number | Development Status | DOFA | PIC Ticket No. | Certification Status |
|--------------------|--------------------|------------|----------------|--------------------------|
| IL003000001 | Management | 03-14-1943 | | <input type="checkbox"/> |
| IL003000002 | 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"/> |

Examining the Certification Data

All the data you will be verifying will be as of 2/29; in the case of the FY 2025 funding the reporting date is 02/29/2024. 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 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 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.

Unit Level Data

There are two certification pages that contain the essential data related to each development that the Department users to calculate the Capital Fund formula. The 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 that 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 will affect the calculation of the Capital Fund formula.

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).

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

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 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.

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 |

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 Detail page

| 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.

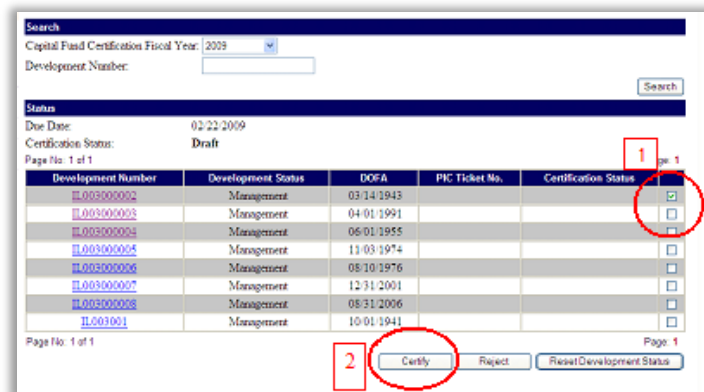
NOTES:

- If you have already certified or rejected a development, you will need 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.
 - If you have already submitted your certification and then realize you need to correct data, **email** your local field office PIC Coach (the list of PIC Coaches can be found [here](#)) 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 doing 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. 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.

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 reference the applicable job aid on the [IMS/PIC Job Aids page](#).
 - Information about correcting other anomalies you may see in building and unit data can be found on the [Correcting Building and Unit Data Anomalies page](#).
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 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 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.**



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. *Note: 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.*

The screenshot shows the 'Development List' page with the following details:

- Select View: Development
- Field Office HA: IL003 Central Street Housing Authority
- Capital Fund Certification Fiscal Year: 2009
- Development Number: (empty)
- Search button
- Status: Draft
- Due Date: 02/22/2009
- Page No: 1 of 1

| Development Number | Development Status | DOFA | PIC Ticket No. | Certification Status | |
|-----------------------------|--------------------|------------|----------------|----------------------|--------------------------|
| IL003000002 | Management | 03/14/1943 | | Certified | <input 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"/> |
| IL001001 | Management | 10/01/1941 | | | <input type="checkbox"/> |

Buttons at the bottom: 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.

The screenshot shows the 'Development List' page with the following details:

- Select View: Development
- Field Office HA: IL003 Central Street Housing Authority
- Capital Fund Certification Fiscal Year: 2009
- Development Number: (empty)
- Search button
- Status: Draft
- Due Date: 02/22/2009
- Page No: 1 of 1

| Development Number | Development Status | DOFA | PIC Ticket No. | Certification Status | |
|-----------------------------|--------------------|------------|----------------|----------------------|--------------------------|
| IL003000002 | Management | 03/14/1943 | | Certified | <input type="checkbox"/> |
| IL003000003 | Management | 04/01/1991 | | Certified | <input type="checkbox"/> |
| IL003000004 | Management | 06/01/1955 | IM12345 | Rejected | <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"/> |
| IL001001 | Management | 10/01/1941 | | | <input type="checkbox"/> |

Buttons at the bottom: Certify, Reject, Reset Development Status, **Submit**