



Creating and Submitting a Regrouping Proposal

March 2019

Background

IMS/PIC has a Development Regrouping functionality that permits HA users to propose moving buildings to different developments. This functionality preserves the building-level DOFA Date and uses it to calculate a unit-weighted average DOFA Date for the developments involved in the building moves. To support this regrouping functionality, both the “gaining” and the “losing” developments must have achieved DOFA, meaning they are in management status and a DOFA Actual Date has been entered on the Development Profile page.

This Job Aid will explain the steps to move one or more buildings – and their associated units – into a different development number.

Note about Buildings in Demo Dispo or Removed Status

Please consider the following situations:

- Buildings that are in any demo dispo or removal status cannot be moved to another development and will not be available for selection. They must remain with their original development to retain the integrity of their original location at the time of removal. This applies to buildings that are in a demo dispo status because those statuses are a precursor to being removed from inventory.
- If a building is not in a demo dispo or removed status at the time a proposal is created but later its status changes to one of these statuses prior to the effective date of a proposal, it will cause the proposal to not be executed on the effective date. If this occurs, the proposal will need to be invalidated and the process for creating a new proposal will need to be repeated. **It is important that if there is any possibility that a building will be proposed for removal or will be removed prior to the effective date that you do not include it in the proposal to prevent this from occurring.**

Steps for Creating and Submitting a Proposal

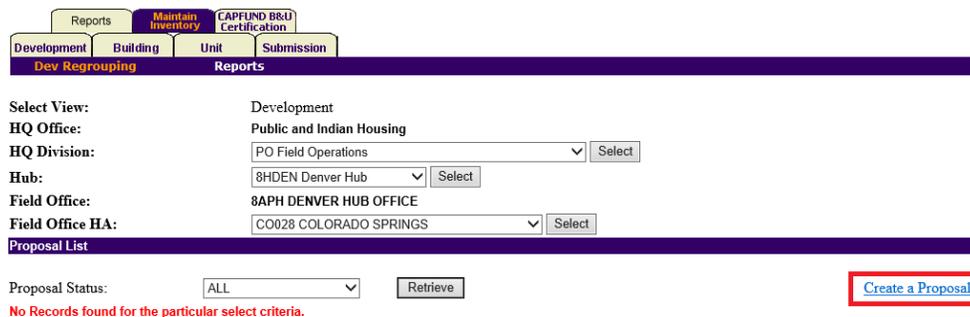
Per Notice PIH 2007-28, regrouping proposals must be submitted six months prior to the Fiscal Year Beginning (FYB). The table below addresses the applicable dates. Of these dates, the FO approval/denial deadline is not tracked within the system. If the PHA submits by the PHA submission deadline it will be effective on the associated effective date. *Reference Notice PIH 2006-10 Section 4 and Notice PIH 2007-28 for more information on regrouping proposals.*

PHA FYB	PHA Submission Deadline	FO Approval/Denial Deadline	Effective Date for Approved Changes
1/1	6/30	8/31	1/1
4/1	9/30	11/30	4/1
7/1	12/31	2/28	7/1
10/1	3/31	5/30	10/1

Important Notes

- Regrouping proposals are done at the building level. If a building has more than one entrance (e.g. like a rowhouse or semi-detached structure), you will only see the information for the first entrance when performing step 7 below, but all entrances of the building will be included in the proposal.
- In very rare cases where one building entrance has been removed from inventory or has a demo dispo status, but one or more other entrances remain in inventory, this building would not be available for selection since part of it is removed or proposed for removal.
- Only developments that are in management status can be included in a regrouping proposal. If either the current or new development has not reached DOFA – a DOFA Actual Date is entered on the Development Profile page – then it cannot be included in the proposal.
- If you need to pause in your work and come back later, ensure that you have completed through step 8 at least once so that your work is saved. You will then be able to single click on the proposal number on the page mentioned in step 3.

1. On the PIC Main page, under the Housing Inventory module, single click on the Development sub module link.
2. Single click on the Maintain Inventory tab.
3. Single click the Dev Regrouping link under the row of tabs if the page pictured below is not already displayed. *If you have previously created any proposals, you will see them displayed on this page.*
4. Single click on the Create a Proposal link to create a new proposal.



Reports Maintain Inventory CAPFUND BRU Certification

Development Building Unit Submission

Dev Regrouping Reports

Select View: Development

HQ Office: Public and Indian Housing

HQ Division: PO Field Operations Select

Hub: 8HDEN Denver Hub Select

Field Office: 8APH DENVER HUB OFFICE

Field Office HA: CO028 COLORADO SPRINGS Select

Proposals List

Proposal Status: ALL Retrieve

[Create a Proposal](#)

No Records found for the particular select criteria.

5. On the Create Development Regrouping page, select a development from the Available Developments dropdown box and single click on the Select button to view the buildings in that development.
6. Select a development from the Proposed Developments dropdown box and single click on the Select button to select it as the destination development for the buildings.
7. Select one or more buildings from the Available Buildings box. Use the > arrow button to move them to the Proposed Buildings box. You will see the buildings move from the one box to the other.
8. Single click the Save button in the lower right-hand corner of the page to save your work.
9. A proposal can involve moves to/from two or more developments. If this does not apply to you, skip to the next step. You will repeat steps 5-8 to choose the applicable developments, if needed, and propose the additional buildings. If you only need to change the Available

Developments OR Proposed Developments, you can do that. It is important that you save your work between each set of buildings you propose if you are going to be selecting different developments.

10. Single click on the View Proposal Details Page link on the right side of the page to view your proposal for completeness. To go back to the previous page to submit your proposal, on the Development Regrouping Details page single click on the Edit Proposal Page link.
11. When the proposal is complete, single click on the Submit button.

Reports **Maintain Inventory** CAPFUND BRU Certification

Development Building Unit Submission

Dev Regrouping Reports

HQ Office: Public and Indian Housing
HQ Division: PO Field Operations
Hub: 8HDEN Denver Hub
Field Office: 8APH DENVER HUB OFFICE
Field Office HA: CO028 COLORADO SPRINGS

Edit Proposal

Proposal Number: 0000002650 Proposal Status: Draft [View Proposal Details Page](#)

Available Developments: CO028000001 Select

Proposed Developments: CO028000001 Select

Available Buildings
(Building Number/Building Address Line 1)

01/1127 W Kiowa	>
02/1831 Armstrong	
03/1087 West Moreland	
04/131 Arlen	<

Proposed Buildings
(Building Number/Building Address Line 1)

The tentative Submission Quarter Date, if the Proposal is submitted today, will be 03/31/2019

12. You will see a page with a message that says, “The Proposal has been submitted successfully.” Single click the Done button to go back to the main regrouping proposals page. If instead you receive a page that states there are duplicate building numbers, see the note below.

Note about System Detected Duplicate Building Numbers

If the system detects that one or more of the buildings you selected have the same building number as a building in the proposed development, you will be prompted to select a new building number. Enter a new building number in the Proposed Building Number textbox for each of the buildings presented to you, then single click the Save button to continue with the submission. You should now receive the page mentioned in step 12 above.

IMS-PIC Operations has had a few cases reported by PHAs where they are not able to save the newly selected building numbers. This most likely has to do with using a newer Internet Explorer or using Internet Explorer in compatibility mode. If an alternate web browser such as Google Chrome, Firefox, etc. is used it should work.