Editing the Inventory In a Draft Inventory Removals Application

March 2019

This document will assist PHAs with making changes to their inventory removals application in IMS-PIC. It will also provide information about making changes to buildings or units that have incorrect data associated with them so that the building and unit data associated with the application is accurate.

Contents

Introduction

If an inventory removals application is in draft status a PHA can edit the inventory that is included in the application. This would include buildings, units, and details about land (acreage).

There are two reasons that the inventory in an inventory removals application would need to be edited. The steps that need to be completed in IMS-PIC depend on which reason is applicable.

1. To make changes or corrections to buildings or units. This only requires Section 5 to be modified. The actual changes to the buildings or units are done in the Development sub module. **You will need to make these changes in stages – modify Section 5, make changes in Development, and finally modify Section 5 again.**
2. To add or remove inventory that was initially left out of the application. This requires changes to Section 5 and then Section 4. As noted later in this document, depending on the changes made, you may also need to verify the information in Sections 2 and 6.
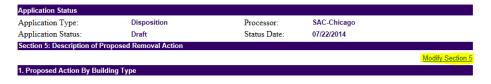
Updating the Inventory Removals Application

The steps that need to be performed are broken down into sections. Please reference the reasons stated above for which steps you need to complete.

Editing Section 5

1. Login to Secure Systems at https://www.hud.gov/program_offices/public_indian_housing/reac/online. Once you have agreed to the Legal Warning you will see your Main Menu. Single click on the link for PIC.
2. Navigate to the Inventory Removals sub module.
3. Once Application List page loads find the application number that contains or should contain the buildings or units in question. In the status column on that line make sure the status says Draft. Single click on the application number.
    ➢ If the status does not say Draft, you will need to work with the Special Applications Center (SAC) to see if it is possible at this point in the process to have the applications status reset to draft. To contact the SAC, send an email to SACTA@hud.gov.
4. On the Application Index page find the line in the table for Section 5, Description of Proposed Removal Action. There will be a link underneath the section heading, single click on this link.
5. The Application Section 5 page has three "proposed action" sections – buildings type, unit designation, and non-residential inventory. You will work in the section that is applicable to the type of inventory you need to edit the details for. To edit section 5, you will need to single click on the Modify Section 5 link on the right side of the page.
    ➢ Building Type – If you are removing an entire building from inventory you will use this section.
    ➢ Unit Designation – If you are removing one or more but not all the units in a building you will use this section.

➢ Non-Residential Inventory – For purposes of this document, we are talking about the lines for land (acres) and non-dwelling buildings without PIC building numbers. The later are usually but not always non-dwelling buildings not entered in IMS-PIC because they do not meet REAC's definition of a building.

Application Status			
Application Type:	**Disposition**	Processor:	**SAC-Chicago**
Application Status:	**Draft**	Status Date:	**07/22/2014**
Section 5: Description of Proposed Removal Action			
			Modify Section 5
1. Proposed Action By Building Type			

6. Find the section on the page that you need to edit. For the building and unit sections, you will see selection boxes labeled "Available" and "Proposed". Any buildings/units listed in the "Available" box are not currently included in application. Any buildings/units listed in the "Proposed" box are currently included in the application. For the land and non-dwelling buildings without PIC building numbers entries, you will type those in the applicable text boxes along with the calendar year they are to be removed. Make the necessary edits and then proceed to the next step.

   ➢ To <u>add</u> a building/unit to the application single click on it in the "Available" box so that it is highlighted – you can highlight multiple entries if needed (see below for tip). Single click the arrow pointing to the <u>right</u> in between the selection boxes to move it to the "Proposed" box. See example screen print below.

   ➢ To <u>remove</u> a building/unit from the application single click on it in the "Proposed" box so that it is highlighted – you can highlight multiple entries if needed. Single click the arrow pointing to the <u>left</u> in between the selection boxes to move it to the "Available" box. See example screen print below.

   ➢ Since the entries on the lines for acres and non-dwelling buildings without PIC building numbers and their associated calendar years are text boxes these entries can be edited or removed altogether as text normally would be.

   ➢ To highlight multiple entries in the selection boxes: If they are listed alongside each other you can single click on the first one, hold down the Shift key, and single click on the last one (using the scroll bar in the box if needed). If they listed sporadically in the list, you can single click on each one while holding down the CTRL (control) key.

Available Buildings :
(Building Number\Building Number Entrance\Address Line1 Text)

0515\1\515 W. 11th ST
1008\1\1008 N. CAMPBELL DR
1016\1\1016 N. CAMPBELL DR.
1021\1\1021 E. DOAN ST.

Proposed Buildings :
(Building Number\Building Number Entrance\Address Line1 Text)

001 \1 \225 N. BAYLOR WAY #01B / 2015
001 \2 \225 N. BAYLOR WAY #03A / 2015
002 \1 \225 N. BAYLOR WAY #02A / 2015
002 \2 \225 N. BAYLOR WAY # 04B / 2015

`#` *Indicates Non Dwelling Building Structures*

Note: If do not make any changes to Section 5, please single click on the Application tab at the top of the page to exit this page. **Do not go any further in this document.**

7. After all edits have been made, scroll to the bottom of the page and single click on the Save button in the bottom right hand corner of the page. Once the page saves you will be taken back to the Application Index page.

Note: If you made changes to Section 5 so changes/updates could be made to buildings/units in the Development sub module, please go to the Next Steps section in this document. Otherwise continue to Editing Section 4.

Editing Section 4

You only need to use these steps if you added or removed inventory from the application that was not previously included in the application (see reason #2 above). If this is not applicable to your situation, continue to the Next Steps section. **The steps below assume you have not logged out of IMS-PIC**

If you edited the buildings or land (acreage) you will now need to edit these same details in Section 4, Description of Property. If you edited units, you should still proceed so that you can verify that the values that are entered in this section are still accurate. There will be a link underneath the section heading, single click on this link.

1. On the Application Index page find the line in the table for Section 4, Description of Property. There will be a link underneath the section heading, single click on this link.
2. The Application Section 4 page only has one section, which is split into two parts. Only one of these can be edited, the other is automatically populated by the system. Look at the existing data and verify the values. If you need to edit the information, single click on the Modify Section 4 link to edit the data.

Application Status			
Application Type:	Disposition	Processor:	SAC-Chicago
Application Status:	Draft	Status Date:	07/22/2014
Section 4: Description of Property			
			Modify Section 4

3. The page will refresh and will display the text boxes for the building counts and total number of acres in the development. Update these values as needed, keeping in mind that if a building has multiple entrances it is still counted as one building. Once you have updated the values, single click the Save button on the right side of the page (see screen print below).
   - If you edited buildings or land, once you are taken back to the Application Index page you will be finished.
   - If you edited units, you will need to verify that the information in Section 2, Long-Term Possible Impact of Proposed Action, and Section 6, Relocation, is still accurate. View the data in each of these sections using the links provided on the Application Index page and if you need to modify the data use the Modify Section links on the section pages as you did for sections 4 and 5 above

10. Total Acres of the Development: 0.00

Cancel   Save

11. Existing Unit Distribution

Next Steps

Please use the steps below to continue this process. The steps you'll need to do depend on the reason you are editing the inventory in the application (see Introduction).

If You Need to Make Changes to Existing Buildings or Units in Development

If you need to make changes such as correct a building entrance address, a Unit Tenant Status change, or change other characteristics in buildings or units use the steps below.

Note: The steps below do <u>not</u> apply to adding non-dwelling buildings to developments in management status. Only a super user can add buildings to a development in management status. You can complete the Data Collection Template for Adding Non-dwelling Buildings that are Missing in IMS-PIC and forward it to your local field office PIC Coach, who will help coordinate this addition with a super user. After you have been told the non-dwelling building has been added, you will follow the steps in Editing Section 5 and Editing Section 4 of this document in that order.

1. If you are already logged into IMS-PIC skip to step 2, otherwise login to Secure Systems at https://www.hud.gov/program_offices/public_indian_housing/reac/online. Once you have agreed to the Legal Warning you will see your Main Menu. Single click on the link for PIC.
2. Navigate to the Development sub module.
3. Navigate to the development that the building or unit you need to change is in.

For Building Changes:
1. Navigate to the specific building by single clicking on the Building tab.
2. Find the building in the list – you may need to use the navigation links at the bottom of the page to find it – and single click on the building number. *If you know the exact building number, you can enter it in the Building Search to find it faster.*
3. Make the needed changes, ensuring that you single click on the Save button in the toward bottom right-hand corner of the page. The page will refresh, and the change(s) will be saved.

For Unit Changes
If you need to do a Unit Tenant Status change, please follow the procedures for entering that proposal and submitting it to HUD under the Submission tab → Submit Unit Status Changes link. For all other unit changes, please do the following:

1. Navigate to the specific unit by single clicking on the Unit tab.
2. Find the unit in the list – you may need to use the navigation links at the bottom of the page to find it – and single click on the building number. *If you know the exact unit number, you can enter it in the Unit Search to find it faster.*
3. Make the needed changes and then single click on the Update Unit Details button toward bottom right-hand corner of the page.

4. Depending on the change made, you may be presented the Unit Details Change Comments page. If you don't see it, continue to the next step. If you do see this, enter a comment about why you are changing the value. This comment will be saved to the database.
5. The page will refresh, and the change will be saved.

Building and Unit Data Submission

Once you have made all changes to the buildings and/or units you will need to submit the building and unit data for HUD approval. This is not applicable to Unit Tenant Status changes, which have their own process. However, if you request Unit Tenant Status changes in addition to other changes, you will need to follow these steps after the Unit Tenant Status changes approval is completed.

1. If you are already logged into IMS-PIC skip to step 2, otherwise login to Secure Systems at https://www.hud.gov/program_offices/public_indian_housing/reac/online. Once you have agreed to the Legal Warning you will see your Main Menu. Single click on the link for PIC.
2. If you are already in the Development sub module, skip to step 3. Otherwise, navigate to the Development sub module.
3. Single click on the Submission tab.
4. The Submit Unit Information page appears. There is a Submission Comments box on this page. Enter a brief comment describing why the building and unit data is being submitted for approval. It doesn't need to be long but enough that is summarizes what you did.
5. After you are finished typing in your comments, single click the Submit Data for Approval button. This will submit the data and all building and unit data will be in read only status until it is approved or rejected by the field office. *Note: The Save button is only for saving comments for a submission that will be done later. You should not use this button to submit your data. Comments are automatically saved when the submission is completed with the Submit Data for Approval button.*

Enter Comments and Submit Unit Information

Submission Comments

All changes are subject to approval by Field Office personnel.

[Submit Data For Approval]   [Save]

6. Please notify your local field office (PIC Coach or other staff you are working with) that you have submitted your building and unit data and provide them any supporting documentation they may need or have requested to verify the changes that have been made to existing data.

Adding Buildings or Units Back into The Application

Once the data associated with the buildings or units that you temporarily removed from your inventory removals application is correct, you will need to put the buildings/units back into the application. To do this, follow the steps in the Editing Section 5 section of this document. Then proceed to the Submitting the Inventory Removals Application section to finish this process.

Submitting the Inventory Removals Application

Once all building and unit data <u>and</u> the information in the inventory removals application is correct (including application attachments), you will need to resubmit the application for review by the SAC using the steps below.

1. Login to Secure Systems at
   https://www.hud.gov/program_offices/public_indian_housing/reac/online. Once you have agreed to the Legal Warning you will see your Main Menu. Single click on the link for PIC.
2. Navigate to the Inventory Removals sub module.
3. Once the Application List page loads, find the application number that contains or should contain the buildings or units in question. In the status column on that line make sure the status says Draft. Single click on the application number.
4. If you have not already done so, ensure that the application is complete and accurate, including attachments.
5. To submit the application, single click on the Submission link underneath the row of tabs on the right side of the page.

6. Single click on the Submit button at the bottom of the page under the Application Submission heading.

7. The Application List page will appear. Find the application number that you just submitted. In the status column on that line the status should say Submitted.
8. Notify your local field office and SACTA@hud.gov that the application has been resubmitted.