

Hello, thank you for visiting HUD's Energy and Performance Information Center (EPIC) to retrieve your Public Housing Authority's (PHA) PIC data to generate its Physical Needs Assessment (PNA) in the PNA tool. Please be aware that this is a machine readable data file in .xml format-you may or may not be able to open it or read it. Once the file is imported into the PNA tool as described below, the software in the tool will "translate" the data to readable text inside the tool and put it in the right places for your use. You should first save the PIC data file attached by copy and paste to your personal computer.

To load this data into your PNA tool, open the blank tool (GreenPNAfull) under the heading "PHA TOOL FOR USE" that you have downloaded from the HUD website:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/gpnatool

Navigate to the Control Panel Page in the downloaded tool. You will know you have the blank tool because there will be no entries in the "Development/AMPS" column on the Control Panel page. Select "Import PIC Data". You will be prompted to select the location of the PIC data file that you have saved to your PC. Upon your selection, the tool will automatically import the PIC data into the tool. The tool will open to a page displaying data for your first AMP. Select "Save and Close" and the tool will return to the main Control Panel page and will display a message "The PHA data was loaded". When you select "OK" in the message box, the "Developments/AMPS" column will become populated with a list of your AMPS.

Your first activity in your PIC populated tool should be to check the PIC data to confirm that it correctly represents your current inventory of developments, buildings, and units. AMPS which have no ACC units associated with them will not populate to the list of "Developments/AMPS". For each development/amp listed, double click on the item and a window will open which will list all of the information for that development/AMP that was pulled from PIC including the number of units by bedroom size and lists of all of the buildings and all of the units associated to that AMP. Please be aware that when you complete your PNA and report the information to HUD, the information you send will be validated against your then current PIC information. If there are any differences in the PIC data shown in your submission, specifically the number of ACC units, from what is recorded in PIC at the time of your submission, your submission will not be accepted. Therefore, it is very important that you begin work on your PNA with current correct PIC data loaded and ideally that your PIC data not change before you submit. The PIC data files for importing into tools are updated periodically. You do have the ability to revise the PIC data imported into the tool to reconcile to changes you may have made in PIC in the interim or to reconcile other conditions unique to your properties. This is accomplished using the "edit development buildings" and "edit development units" functions on the control panel. Using these functions, you can add or delete buildings and units, change bedroom size designations, and change building type designations. This process is demonstrated in the webinar dated June 3, 2014 referenced below. If you find it necessary to make extensive changes to your PIC data after beginning entries into the tool, you may find it less burdensome to obtain a new PIC data file, populate a new tool, and re-enter data to reconcile to the new PIC data.

Non-dwelling buildings such as storage buildings, community centers, offices etc. are included in the data so that the needs for these spaces, that are typically addressed from the Capital Fund grant, can be included. The tool automatically adds a non-acc "unit" for each of these non-dwelling buildings. Depending upon the complexity of needs for your non-dwelling building, you may elect to use the non-acc unit as the platform to record the needs for that space, or you may elect to delete that non-acc unit from the tool and account for those needs as a "common area" need.

During early use of the PNA support resources from HUD will be limited. Please make use of the Draft User Guide posted on our webpage and note that the tool itself has numerous help boxes indicated by a “?” in a blue circle. These help boxes describe the entries to be made at each location. Our website also has a PNA tool prototype working sample which is populated with entry data from a generic PHA so that you can see how things should appear within the tool and how the tool works. A webinar orientation demonstration of the tool has been prepared and is available at HUD’s webpage. In addition, for those PHAs with relatively simple inventory, the simplified direct entry process for the tool is demonstrated in the June 3, 2014 webinar referenced below. If none of these resources addresses your question, you may email your question to your field office.

We conducted initial training Webcasts dated January 10, 2013, March 21 2013, March 14, 2014, and June 3, 2014 and they are available to view in the HUD video archive by date at:

<https://www.youtube.com/user/HUDchannel/search?query=gpna>

Other training resources are available listed under “What’s Hot” at the Physical Needs Assessment webpage:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/physicalassessment

We will also notify all PHAs by email with any significant status updates, including the status of the final rule publication when it occurs. Emails will be sent to your executive director’s email address of record as shown in PIC.

For technical assistance regarding the retrieval of your PHA’s PIC xml file, please contact PHAPNA@hud.gov. Thank you.

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