

How to Access and Complete the Capital Fund B&U Certification

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 of submitting the data for HUD approval.
- 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 http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online 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.

Examining the Certification 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) 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 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 2009 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.

All the data you will be verifying will be as of 6/30; in the case of the FY 2019 funding the reporting date is 06/30/18. Changes effective after this date will not be reflected.

7. 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.
8. Once you have clicked on your development number the Development Details page of the certification will appear. See example below.

Reports Maintain Inventory CAPFUND B&U Certification Submission Approval

Development List Building List Unit List RMI Units 1999 Unit Counts

Field Office HA: NE011 GRE SHAM

Physical Development: NE011000001 GOLDEN AGE MANOR

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

PIC Help Ticket No.:

Comments:

HQ Comments:

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.

Reset Save

9. The information below will tell you what items you need to verify on the Development Details page. If you have questions about the data contained for your development on this page, please contact your PIC Coach. Remember, at the end of the certification when you certify this data, that is what your Capital Fund grant will be based on.

The Development Details page contains the essential data related to the development that the Department uses to calculate the Capital Fund formula:

- 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 between HUD and the PHA. Usually these units are market rate/non-public housing units in mixed finance developments, but they could also be approved non-dwelling units that were taken off the ACC. 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). 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.*

An error in any of the above data elements will affect the calculation of the Capital Fund formula.

For removed units: Please note that PHAs must not only check that the number of units removed is correct, but also that the effective date for units removed 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).

10. Once you have verified that all the above elements are correct on the Development Details certification page, you can use the Building List, Unit List, and RMI Units (removed units, only if this applies to you) 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 screen print below for where to find these links.

- 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. Also, even though merged units are not looked at by Cap Fund they will still appear in the Unit List certification link.

Development Building Unit System Reports Maintain Inventory CAPTION BILL

Development List Building List Unit List RMI Units

Field Office HA: IL003 Central-Southwest Housing Authority
Physical Development: IL003000003 SBON PW Annul 6

Development Details (2009)

Standing Units	Removed Units	Non-ACC Units	Non-Dwelling Units	Elderly Units	Family Units	Standing Unit Bedroom Count	Removed Unit Bedroom Count
170	0	1	1	0	169	525	0

PIC Help Ticket No.:
Comments:
HQ Comments:

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.

Reset Save

Submitting the Certification

11. 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.
12. 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. The user would then apply the Reject status to that specific development on the Capital Fund Building and Unit Data Certification page.

The screenshot shows the 'CapFund B&U Certification' page. At the top, there is a 'Search' section with 'Capital Fund Certification Fiscal Year' set to 2029 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'. A red box labeled '1' highlights the checkbox in the 'Certification Status' column for the first row. At the bottom right, a red box labeled '2' highlights the 'Certify' button, along with 'Reject' and 'Reset Development Status' buttons.

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
IL000000002	Management	03-14-1943		<input checked="" type="checkbox"/>
IL000000003	Management	04-01-1991		<input type="checkbox"/>
IL000000004	Management	06-01-1955		<input type="checkbox"/>
IL000000005	Management	11-03-1974		<input type="checkbox"/>
IL000000006	Management	08-10-1976		<input type="checkbox"/>
IL000000007	Management	12-31-2001		<input type="checkbox"/>
IL000000008	Management	08-31-2006		<input type="checkbox"/>
IL000001	Management	10-01-1941		<input type="checkbox"/>

13. 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.*

This screenshot shows the same 'CapFund B&U Certification' page after a refresh. The 'Certification Status' for the first development (IL000000002) is now 'Certified', which is circled in red. The 'Certify' button at the bottom is still visible.

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status
IL000000002	Management	03-14-1943		Certified
IL000000003	Management	04-01-1991		<input type="checkbox"/>
IL000000004	Management	06-01-1955		<input type="checkbox"/>
IL000000005	Management	11-03-1974		<input type="checkbox"/>
IL000000006	Management	08-10-1976		<input type="checkbox"/>
IL000000007	Management	12-31-2001		<input type="checkbox"/>
IL000000008	Management	08-31-2006		<input type="checkbox"/>
IL000001	Management	10-01-1941		<input type="checkbox"/>

14. 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. At the top, there are tabs for 'Development', 'Building', 'Util', 'Subdivision', 'Reports', 'Maintenance', and 'CAPITAL FUND B&U Certification'. The 'Development' tab is selected. Below the tabs, there is a 'Select View' dropdown set to 'Development' and a 'Field Office HA' dropdown set to 'IL003 Central Street Housing Authority'. There is a 'Search' button. Below the search bar, there is a 'Capital Fund Certification Fiscal Year' dropdown set to '2009' and a 'Development Number' input field. A 'Search' button is next to the input field. Below the search bar, there is a 'Status' section. The 'Draft Date' is '03-23-2009'. The 'Certification Status' is 'Draft'. Below the status section, there is a table with the following columns: 'Development Number', 'Development Status', 'DOFA', 'PIC Ticket No.', 'Certification Status', and a checkbox. The table contains 8 rows of data. The first row is highlighted. Below the table, there is a 'Page No: 1 of 1' label. At the bottom right, there are buttons for 'Certify', 'Reject', 'Rescind Approval Order', and 'Submit'. The 'Submit' button is circled in red.

Development Number	Development Status	DOFA	PIC Ticket No.	Certification Status	
IL003000001	Management	03-14-1943		Certified	<input type="checkbox"/>
IL003000003	Management	04-01-1993		Certified	<input type="checkbox"/>
IL003000004	Management	06-01-1955	DM12345	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"/>
IL0030001	Management	10-01-1943			<input type="checkbox"/>