HUD USER MANUAL

Public and Indian Housing (PIH)
Real Estate Assessment Center (REAC)
Inventory Management System (IMS)
Housing Inventory Module
Housing Agency sub Module

U.S. Department of Housing and Urban Development (HUD)

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The Housing Inventory sub module allows the user to view PHA data, inventory of units that the PHA has at its disposal, and allows the user to propose buildings or units for removal. The Housing Inventory module includes three sub modules: Housing Agency sub module, Development sub module and the Inventory Removals sub module.

The Housing Agency sub module provides various types of data for PHAs. PHAs can use this sub module to enter, update and maintain their information. This sub module also allows the users to create new PHAs.

The Development sub module includes information about the inventory of units and buildings that PHAs manage. This sub module allows the users to view the current unit and building inventory, add new inventory items and delete inventory items that are no longer needed. The inventory information is provided at the development level, building level and unit level. Users can group any inventory items in the database based on various For example, units can be grouped by unit tenant status, submission status type, or unit designation.

The Inventory Removals sub module allows PHAs to remove certain items from their inventory by proposing those items for demolition / disposition. This sub module allows PHAs to fill the demo/dispo application, submit it with accompanying documentation, review the application and approve it. After the demo/dispo application is approved, inventory items that are subject to that application no longer are part of the PHA’s inventory.
1.1 HOUSING AGENCY

The Housing Agency sub module is a primary resource for HA location, staff, and inventory data. It allows the user to view and print information for different Housing Agencies (see Figure 1).

Accessible via the Housing Inventory module in the Public and Indian Housing Information Center (PIC), this sub module contains the official listings for an HA’s:

- Physical and Mailing Addresses
- Phone and Fax Numbers
- Assigned HUD Staff
- Contact Person Information (e.g. the executive director’s email address)
- Occupancy Reports
- Historical Event Records
- Funding Data
- Performance Data

In addition, the Housing Agency sub module provides the functionality to Review, Approve, and Reject Occupancy Reports online (for HUD); and Generate customized reports on a variety of HA-related topics.

HA Sub module Data Sources

In order to understand the information in the Housing Agency sub module, it is important to know the sources that supply data displayed in this sub module. The following provides the data sources for the main categories of information presented in the sub module. Refer to the topic-specific sections of this manual for more extensive data source information.
HA Staff Supplied Data
The HA staff members are responsible for supplying and updating the following information as necessary:

- HA Addresses
- HA Phone and Fax Numbers
- Contact Information for People with HA Roles
- Occupancy Report Submissions

HUD Staff Supplied Data
The Hub and Program Center (PC) staff members are responsible for supplying the following information:

- HUD Staff Assignments
- Temporary Office Designations (when needed)
- Occupancy Report Approvals or Rejections

Funding Data
The Housing Agency sub module draws funding data from the HUD Central Accounting and Program System (HUDCAPS) and the Line of Credit Control System (LOCCS).

Inventory Data
The Housing Agency sub module draws the inventory data from PIC’s Development sub module. The Section 8 Housing inventory data comes from HUDCAPS.

Performance Data
The Real Estate Assessment Center provides the HA performance data for the sub module. SEMAP supplies the Section 8 performance data.

Other HA Information Resources
Other HA resources in the HUD web space draw data from the Housing Agency sub module.

1.1.1 Housing Authority Tab

Privacy Act Statement and Compliance Notice
Before the user proceeds to the Housing Authority tab, the user must agree to the Privacy Act Statement and Compliance Notice. In order to do so, the user must read the legal agreement and click the Agree button (see Figure 2: Privacy Act Statement and Compliance Notice).

The Privacy Act protects sensitive data. Thus, if the user does not agree to comply with the Privacy Act Statement and Compliance Notice, the program would not display the data subject to the Privacy Act. If the user does not want to agree to comply with the Privacy Act and Compliance notice, the user can click Decline. In this case, the user can still access the pages in the sub module that requires the user to comply with the Privacy Act Statement; however, the program would not allow the user to access the data subject to Privacy Act.
1.0 Housing Inventory

1.1.1.1 List sub Tab

When the user clicks the Housing Agency module, the program displays the tabs available within this sub module. The Housing Authority tab is displayed by default. The Housing Authority tab allows the user to select the Public Housing Agency (PHA) using the controls on the List sub tab (see Figure 1).

To select a PHA, the user must select the Field Office HA in the Select View list. The TARC HA option allows the user to view a list of TARC HAs. TARC HAs are “troubled” PHAs that have problems and need assistance or corrections performed on their processes and that are assigned to the Troubled Agency Recovery Center. Then, the user must select the appropriate Hub and Field Office in the respective lists. The user must leave the default selection (PO Field Operations) in the HQ Division list. After the user selects the appropriate Field Office, the program displays the list of PHAs associated with the current Field Office.

The user can also use the search options and look for PHAs that match certain search criteria. The search options in the Housing Authority Search Filters section allow the user to narrow the list of PHAs that the program displays (Figure 3).

The Program Type search list allows the user to view PHAs that participate in a certain program type. The available program types are Combined, Low-Rent and Section 8. If the user selects the All option, then the program will include all PHAs in the search results regardless of the program type.

The Activity Status list allows the user to select PHAs that are active or inactive in the system. The available options are Active, Inactive and All. If the user selects the Active option, then the program will include the PHAs with the activity status set to Active. If the user selects the Inactive option, then the program will include the PHAs with the activity status set to Inactive. If the user selects the All option, then the program will display the PHAs of both activity statuses.

The LR Size list allows the user to select only PHAs that have a certain number of tenants.
To apply the search criteria, the user must click **Retrieve**. When the user clicks **Retrieve**, the program lists the PHAs that matched the search criteria set by the user in form of a grid. The grid indicates the total number of records (PHAs) that matched the search criteria and the number of records displayed on the current page. The grid features the following columns:

The **HA Code** column displays the PHA code that consists of two letters and three digits. The two letters indicate the state where that PHA is located. And the digits indicate individual number of the PHA. The HA codes are displayed as links. If the user clicks on any HA code, the program will display the data pertaining to the PHA selected and divided by sub tabs.

The **HA Name** column displays the name of the Housing Authority.

The **Temp Office** column displays the temporary office that the PHA is assigned to for correction and improvement, if applicable.

The **Program Type** column displays the type of the subsidized housing program in which that PHA participates.

The **FYE** column displays the fiscal year end date for every PHA. The fiscal year end date displays the last day and month of the PHA’s fiscal year. A PHA can have only one of the four FYEs: 03/31, 06/30, 09/30, 12/31.

The **Low Rent Units** column displays the number of public housing units for every PHA that have the **Initial Approval Completed** submission status type associated with them. The program derives this data from the Development sub module. The **Section 8 Units** column displays the number of units subject to the Section 8 program. The program derives this data from the Development sub module.

The **Activity Status** column indicates whether the PHA is active or inactive in the system.

The user can sort the PHA list based on the columns. If the user clicks the column heading, the program will list the PHA list based on the data provided in this column in an ascending or descending order. The red asterisk (*) indicates troubled PHAs that have been assigned to TARC for correction.

![Figure 3: List sub tab of the Housing Authority tab](image)
1.0 Housing Inventory

The **Create Housing Authority** link allows the user to access the **Create Housing Authority** page (see Figure 4). This page allows the user to create a new PHA that will be associated with the current Hub and Field Office. To create a new PHA, the user needs to enter the new PHA data in the provided boxes. To be able to save the information, the user must at least enter the required minimum of data into the mandatory controls. The mandatory controls are marked by an asterisk (*).

The minimal required data includes the **HA Code**, which is the postal abbreviation of the state the HA is in and a three-digit number. The **Common Name** is the name that the PHA is commonly known by. The **Formal Name** is the name that the PHA uses for all legal documentation. The **HA Program Type** is the type of assisted housing program that the PHA participates in (public housing or Section 8).

The **HA Participant Type** list allows the user to select the type of HA created. The **Public Housing Authority** is typically a non-governmental organization. The **State Housing Authority** is governed by the state government. The **Disaster Agency Only** type is a special type of PHA created in the disaster affected areas for funding purposes.

The user also must enter the PHA’s phone number. Other data is not mandatory to be able to save the new PHA record. After the user enters all the required data, the user must click **Save** to save the data. If the user clicks **Cancel**, the program will prompt the user to confirm cancelling the creation of new PHA. If the user clicks **OK**, then the program will return to the PHA listing on the **List** sub tab.

![Create Housing Authority page](image)

**Figure 4: Create new Housing Authority page**

### 1.1.1.2 Details sub Tab

The HA Code for each HA in the list is a link. The user can click it to view the **Details** page for the selected HA. If the number of HAs in the list exceeds one page (generally more than 100 entries), the program displays a **Next** link to allow the user to view the remaining records. After clicking the **Next** link, the user can also click the **Previous** link to return to the previous page. After selecting the HA from the table, the user can view its information on all other sub module pages without having to identify it.
again. The Details sub tab displays the two main groups of data – the summary Housing Agency details and inventory.

![Figure 5: Details sub tab of the Housing Authority tab](image)

The Housing Authority Details section of the Details sub tab displays the summarized PHA data. It also allows the user to modify PHA data (see Figure 5) using the options in the Modification Type list. The user can modify the PHA details (name and contact information) (see Figure 6).
1.0 Housing Inventory

After the user performs any changes, the user must click **Save** to save the changes or **Cancel** to exit the page without saving.

**HA Codes**

HA Codes for the Low Rent, Public Section 8, and Combined program types follow a simple format. This format consists of a post office abbreviation for the state or territory the HA is located in, and a three digit number. The number should continue the numerical ascent of the previous HA Code in the state or territory. There are no spaces or other characters separating these two components. Use a zero for a placeholder where needed. For example, the most recent HA Code assigned to a Delaware HA program is DE005. If the state creates another HA for one of those program types, the new HA Code would be DE006. The number should directly follow the most recent (highest) HA Code issued. PIC will not allow the user to create a new record if the HA Code has been used before. Even codes for defunct HAs cannot be used.

The **Housing Authority Unit Summary Information** section displays the summarized inventory information for the PHA derived from the Development submodule (see Figure 5). The summarized inventory information is displayed in form of a grid that provides the number of dwelling units, non-dwelling units and the total number of units that are part of the current PHA’s inventory. The unit data for dwelling units is further broken down by unit designation i.e. elderly units and family units. The unit data for non dwelling units is further broken down into merged units and other types of non-dwelling units.

PIC distinguishes between 8 types of non-dwelling units: Administrative Uses, Merged Unit, MTW Neighborhood Services, Resident Amenities, Special Use – Anti Drug / Crime, Special Use – Other Resident Activities, Special Use – Self Sufficiency Activities, Unauthorized. For summarization purposes, the **Housing Authority Unit Summary Information** section displays only the combined count of non-dwelling units included in the current PHA’s inventory. Further, the unit counts are broken down by unit designation and bedroom count.
1.0 Housing Inventory

1.1.1.3 Address sub Tab

The Address sub tab of the Housing Authority tab contains the current PHA’s addresses (see Figure 7). PHAs can have two types of addresses, physical and mailing. A physical address represents the HA’s location (for example, in an emergency, the rescue squad would arrive at the HA’s physical address). If different from the physical address, a mailing address represents an alternate location where the HA’s mail is delivered. For example, it can be a PO Box address. A mailing address is only required if an HA’s correspondence is not sent to its physical address. The user can select the type of the address to view in the Select Address Type list. HA PIC users are responsible for keeping this page up-to-date.

![Figure 7: The Address sub tab of the Housing Authority tab](image)

The user can also modify both types of PHA addresses. To modify an address, the user must select the desired option in the Address Type list and click the Modify Address link.

When the user clicks the Modify Address link, the program displays the PHA’s address boxes (Figure 8). At this point, the user can enter a different address, or correct clerical errors. The user must fill the required boxes that are marked by an asterisk (*) before saving the changes. To save the changes, the user must click Save. If the user clicks Cancel, then the program will not retain the changes performed by the user.
1.0 Housing Inventory

1.1.1.4 Inventory sub Tab

The Inventory sub tab of the Housing Authority tab provides a summary of development and unit data for the selected HA (see Figure 9). PIC draws the data for the Low rent program type from the Development sub module and the Section 8 data from HUDCAPS.

1.1.1.5 Performance sub Tab

The Performance sub tab of the Housing Authority tab provides a summary of the selected HA’s most recent Public Housing Assessment System (PHAS) Score (see Figure 10).
The **Performance List** section features a grid that displays all the assessment instances. Each record includes the date and type of the assessment, the score of the assessment, and the designation assigned to the PHA based on the score. The **MOA Event or IP Event** and **Temp Office** columns are no longer applicable.

The **Assessment** score is derived from the **Risk Assessment** sub module. It determines the **Designation** assigned to a PHA, and whether the PHA needs to perform any corrective actions to improve their score.

### 1.1.1.6 Funding sub Tab

The **Funding** sub tab of the **Housing Authority** tab displays a PHA’s grant data (see Figure 11). The **Housing Agency** sub module draws funding data from the HUD Central Accounting and Program System (HUDCAPS) and the Line of Credit Control System (LOCCS).
The user can set the program to display the funding data based on the search criteria in the **Housing Authority Funding** section of the page. The **Funding Program Type** list allows the user to view the funding data only applicable to the Low Rent or Section 8 program types. If the user selects the **All** option, then the program will display the funding data applicable to both program types.

The **Grant Program Type** list allows the user to view funding data applicable only to the grant program type selected. The **Grants** list allows the user to select a specific type of grant received by the PHA. The **FY Returns** list allows the user to select the time frame for the funding data to be displayed.

### 1.1.2 HUD Staff Tab

The HUD Staff tab allows the user to view and edit the list of HUD staff members assigned to a PHA and their roles that these staff members perform for the PHA. The **List** sub tab of the **HUD Staff** tab displays the list of Field Office staff members assigned to a PHA and the roles that these staff members perform for the PHA they are assigned to (see Figure 12).

![Figure 12: The List sub tab of the HUD Staff tab](image)

The **List** sub tab of the **HUD Staff** tab features a grid that provides the following information: the name of the Field Office staff member assigned to the PHA selected, the role that this staff member performs for the PHA, the start date when the current assigned staff member started on the current role, and the code of the Field Office that the current staff member works at.

The user can change the Field Office staff members assigned to the current PHA by clicking the **Assign / Unassign Staff** link. When the user clicks the **Assign / Unassign Staff** link, the program displays the **Assignment** tab (see Figure 13).

![Figure 13: The Assignment tab](image)

The **Assignment** tab allows the Security Coordinator for the Field Office to assign Field Office staff members to the PHA, unassign currently assigned staff members, or change the currently assigned staff members’ roles. To assign a staff member to the current PHA, the user must select the desired HQ Division, Hub, and Field Office. When the user selects the desired Field Office, the program displays all the staff members who have user profiles in IMS that are associated with the current Field Office in the **Available Staff** box. This data is drawn from the **Security Administration** sub module of the **PIC Maintenance** module. The user can select any staff member from the **Available Staff** box to associate with the current PHA by clicking the staff member’s name.
After selecting a staff member, the user must select a role that this staff member will perform for the PHA. The user can select the role from the Available Roles box. The available roles data is drawn from the Reference sub module of the PIC Maintenance module. The user can select any available role from the Available Roles box to associate with the selected staff member.

After the user selects the staff member and the role, the user must enter the effective date (when the staff member starts performing the role) in the Effective Start Date box. The date must follow the MM/DD/YYYY format. Then, the user can click the right arrow button and move the selected staff and staff role in the Assigned Staff Roles box. The program adds the staff member and the role in the Assigned Staff Roles box in the following format: Staff Member / Staff Role. To save the changes, the user must click Save.

![Figure 13: The Assignment sub tab of the HUD Staff tab](image)

After the user saves the changes, the user will be able to see the new staff member and the role assigned to this staff member in the List sub tab of the HUD Staff tab.

### 1.1.3 HA Contacts Tab

The HA Contacts tab allows the user to view and create PHA staff members records. The Listsub tab of the HA Contacts tab allows the user to select a desired PHA, select the PHA staff members’ status and view all the staff members that matched the selection criteria (see Figure 14). The user can select the staff member status in the Contact Status list. The user can select the Active status and the program will display the current contact staff members. The user can select the Inactive status and the program displays the inactive PHA contacts. If the user selects the All option, then the program will display the PHA contacts of both statuses.
The Housing Authority Contact List section features a grid that lists the PHA contact staff list and provides the following information: the contact name, role, phone number and email address. If the user selects the All option, then the program will also display the Status column indicating whether the staff member is active or inactive.

The name of the staff member in the Contact column is a link. When the user clicks the name of a contact, the program displays the contact details in the Details sub tab of the HA Contacts tab (see Figure 15). The Details sub tab displays all available details associated with the current contact and allow the user to add or modify existing data.

Figure 14: The List sub tab of the HA Contacts tab

Figure 15: The Details sub tab of the Contacts tab
To add or modify contact details the user must click the **Modify Contact Details** link (see Figure 15). The program displays all the user information in editable controls. At this point, the user can update, erase, or add contact details (see Figure 16). After the user modifies the details, the user must click **Save** to save the changes. If the user clicks **Cancel**, then the program will not retain the changes performed.

The **Address** sub tab of the **HA Contacts** tab displays the HA contact mailing and physical addresses (see Figure 17). This tab also allows a user to modify both addresses by clicking the **Modify Address** link. To modify an address, the user must select the type of address in the **Select Address Type** list, and then click the **Modify Address** link.
1.1.4 Temporary Office Tab

When a PHA is underperforming, this PHA has to be assigned to a different Field Office for improvement. This assignment can be viewed and created using the Temporary Office tab of the Housing Agency module (see Figure 18).

Users can see the temporary office assignments in the Temporary Office Assignment List section. This section features a grid that displays the name of the Field Office that the current PHA is assigned to, the date when the assignment started, the target end date (when the assignment is planned to end), actual end date (when the assignment actually ends), and the reason for the assignment.

![Figure 18: Temporary Office tab](image)

This tab allows the user to both view and create new assignments. To assign a PHA to a different Field Office, the user must click the Create Temporary Assignment link (see Figure 18).

In the Temporary Office Assignment section, the user must select the Field Office to assign the current PHA. Normally, a PHA would be assigned to a Field Office within the same state or district, however, a PHA may be assigned to any Field Office in the country (see Figure 19). The user must select the Field Office in the Assign To list. Then, the user must select the date when the assignment starts in the Effective Date box. The user can enter the date when the assignment is planned to end in the Target End Date box. All the dates must be entered in the MM/DD/YYYY format. The user must also select the reason why a PHA had to be assigned to a different Field Office for improvement in the Reason for Temporary Office Assignment list. After entering all the necessary data, the user can click Create to create an assignment record. If the user clicks Cancel, then the program will return to the List sub tab of the Temporary Office tab without saving any data.
1.1.5 HA History Tab

The HA History tab allows the user to view all the events that trigger data archival (see Figure 20). An event is considered to be any data change that requires a PHA data to be archived. For example, if a user changes the unit tenant status of any unit in the PHA, the program will archive the data before changes can take effect.

The Housing Authority History section features a grid that lists all the archival events and the search options that allow the user to view only certain archival events. The Archive Date column of the grid displays the day when the PHA data was archived. The Archive Trigger column of the grid displays the type of change that triggered the data archiving. The Last Update User before Change column displays the user name of the user who performed the data change that triggered the data archival.

The user can set the program to display only records of certain archive trigger type, and within a certain date range. To filter the records, the user must select the desired data changing (archival trigger) event and enter the desired date range in the Date to boxes using the MM/DD/YYYY format. After entering all the necessary data, the user must click Retrieve.

The date of the record in the Archive Date column is a link. If the user clicks any date, the program will display detailed historical record information in the Details sub tab of the HA History tab (see Figure 21). The user can view or print the historical record details from this sub tab.
1.1.6 Comments Tab

The Comments tab allows the user to add and view comments (see Figure 22). The comments can be made by PHA staff members or an Executive Director. Based on this distinction, comments can be of General or Executive type. The user can select the type of comment to view in the Sort by Comment Type list.

PHAs can leave any comments at their discretion. There’s no restriction as to the kind of information that can be put in a comment.
When the user accesses the Comments tab, the program displays the existing comments, if applicable. The user can modify or delete the existing comments (see Figure 23). To modify an existing comment, the user must click the Modify Comment link. Then, the program will display a Modify Comment box allowing the user to edit the existing comment text. To save the changes, the user must click Save. If the user clicks Cancel, then the program will not retain any edits. The program also displays the name of the last user who updated the comment, and the time when the comment was last updated.

To enter a new comment, the user must select the type of comment in the Comment Type list. Then, the user must click the Add Comment link. At this moment, the program will display the Enter Comment box (see Figure 24). The user can type the comment text in the Enter Comment box and click Save. If the user clicks Cancel, then the program will not save any edits.
1.0 Housing Inventory

1.1.7 Reports Tab

The **Reports** tab of the **Housing Agency** sub module allows the user to access four reports providing various types of information about a PHA (see Figure 25). The reports are presented as sub tabs that the user can access to run appropriate reports.

**1.1.7.1 HA Report**

The **HA Report** sub tab displays the two kinds of information: the HA address and cap fund data verification contact. The HA address information is drawn from the information that PHA staff members enter in the **Housing Authority** tab. The **Housing Authority Capital Fund Data Verification Contact** section displays the name of the person responsible for cap fund data verification.

The information presented on this page is read-only. Users cannot edit or delete any data from the **HA Report** sub tab.
1.0 Housing Inventory

1.1.7.2 HA Summary Report

The HA Summary report displays unit data drawn from the Development sub module of the Housing Inventory module (see Figure 26). The user can see the total number of structures and units grouped by development, program type, structure type, etc. The data is read only, the user cannot edit or delete any information.

Figure 25: Reports tab, HA Summary report

Figure 26: Reports tab, HA Summary report
1.1.7.3 HA Contact List Report

The HA Contact List sub tab allows the user to run a report to view the PHA contacts (see Figure 27). To run the report, the user can use the report options to set the program to display only desired information. The user can select the desired contact role in the Role list. Then the program will include the PHA contacts that are associated with the selected role. The user can also search for a PHA contact by the first and/or last name of the contact. The Contact Status list allows the user to select the Active or Inactive contact status. If the user selects the All option, then the program would display contacts of both statuses and indicate the contact status in the Status column.

If the user clicks By Field Office button, then the program will display all the PHA contacts for all the PHAs associated with the Field Office selected. To run the report, the user must click the Generate Report button.

![Figure 27: HA Contact List report sub tab](image)

The HA Contacts report lists PHA contacts and provides the following information (see Figure 28):

- The **Housing Authority** column displays the name of the PHA that the contacts are associated with. The user can click the column name and sort the contacts by PHA in an ascending or descending order.
- The **Contact Name** column displays the first and last names of the contacts. The user can click the column name and sort the contacts alphabetically in an ascending or descending order.
- The **Status** column indicates whether a contact is still active or inactive in the system. The user can click the column name and sort the contacts in accordance with their status.
- The **Role** column displays the role of the contact in the PHA. The user can click the column name and sort the contacts by their roles in an ascending or descending order.
- The **Email**, **Mailing Address**, **Physical Address**, **Phone Number** and **Fax** columns display various contact information for the PHA contacts.
If the report is more than one page long, the program will allow the user to navigate to the desired page by selecting the page number in the **Select Page Set** list. The user can also print the report by clicking **Print**, or download report data in the Excel program by clicking the **Download in Excel** button.

### 1.1.7.4 HA Profile Report

The HA Profile report allows the user to view and print all PHA information drawn from the **Housing Authority** tab (see Figure 29). The information categories are presented in the **Category Selection** area. The user can select details, address, inventory, performance, or funding to be included in the report by selecting the appropriate check box.

To run the report, the user must click the **Generate Report** button.

### 1.1.8 Transferring to New development Numbers Tab

The **Trans. to New Dev Nos** tab allows the user to request to transfer a PHA to new development numbers and view the New Development Mapping report and Duplicate Building report (see Figure 30). Transferring to new development numbers for PHAs means development regrouping based on the way PHAs manage their developments. For example, if a PHA had three developments, but all of them were managed in the same way, the PHA could regroup them into one new development with a new development number that will include all buildings from all three previous developments.
1.0 Housing Inventory

1.1.8.1 New Development Mapping Report sub Tab

PHAs can see the transfer process results in the New Development Mapping report (see Figure 31). To run the report, the user must select the desired PHA in the Housing Authority list and click Generate Report button.

To select the PHA, the user must select the appropriate HQ Division, Hub, and Field Office.

The New Development Mapping report maps old development numbers to new developments numbers. This way, if the user is looking for a development after transferring to the new development numbers, the user can see where the old development was transferred. The report also includes the building numbers, date the transfer was requested, date the transfer was completed, the transfer indicator (whether the development numbers were transferred to the new development numbers), and the status of transfer.
The user can print the report data by clicking the **Print** button, or download the data in the Excel program as a spreadsheet by clicking the **Download in Excel** button.

### 1.1.8.2 Duplicate Building Report sub Tab

The **Duplicate Building Report** sub tab allows the user to run the Duplicate Building report (see Figure 33). Duplicate buildings are considered actual buildings with the same building number within merging developments that transfer to new development numbers.

For example, a PHA has development A and development B. Both these developments will be transferred to development C. However, development A and development B both have building 1 as part of their inventory. So, during transfer, building 1 from development A remains the same, and the number of building 1 from development B changes to b_1 to avoid duplicate number.
To run the Duplicate Building report, the user must select the desired PHA and click the Generate Report button.

The Duplicate Building Mapping report allows the user to see the old building number and the new building number that was assigned to that building (see Figure 34). It also displays the new development number that the building is assigned to.

The user can print the report data by clicking the Print button, or download the data in the Excel program as a spreadsheet by clicking the Download in Excel button.