

## Unit Address and Language

**Description:** A PHA can update its unit address and language information in the beginning of each survey cycle. These are external functions accessible to PHA users. Each PHA has access only to its own information, unless the PHA is a consortium lead PHA. A consortium lead PHA user has access to information for all the member PHAs in addition to its own information, and has the ability to update and certify unit address and language information for all the PHAs in the consortium.

This functionality can be accessed by single clicking on the Unit Address and Language link in the Unit Address and Language area of the PHA Main screen, which is shown below:

### PHA MAIN SCREEN

Unit Address  
and  
Language  
area

The screenshot displays the PHA Main Screen for Assessment Year 2001. The page is divided into several sections, each with a heading and a description. The 'Unit Address & Language' section is highlighted in red and is the focus of the callout. The other sections include 'Media Packet', 'Implementation Plan', 'Follow-up Plan', and 'User Guidance'. The page also features a navigation bar at the top with links for 'REAC Home', 'HUD Home', and 'Contact Us', and a footer with contact information and a link to the 'REAC Technical Assistance Center'.

Step	Description	Status	Date
STEP 1	To view your certified unit address information, single click on the link below.	Complete	01/09/2002
STEP 2	To download a media packet, single click any of the links below.		
STEP 3	To view your certified implementation plan, single click on the link below.	Complete	01/04/2002
STEP 4	To view your survey results, single click on the Follow-up Plan link below.	Not Required	01/07/2002

# Resident Assessment Subsystem (RASS) External Procedures Unit Address and Language

## Updating/Certifying Language and Unit Address Information

The following steps demonstrate how a PHA can update its language information:

### PHA MAIN SCREEN – UNIT ADDRESS & LANGUAGE AREA

Unit Address  
& Language  
link

**STEP 1**  
To view your uncertified unit address information, single click on the link below. ?

[Unit Address & Language Incomplete](#) Start: 05/21/2001  
Due: 06/11/2001

**Step 1:** Start by single clicking on the Unit Address and Language link in the Unit Address and Language area of the PHA Main screen.

The Unit Address/Language screen is displayed

**Description:** The Unit Address/Language Screen allows you to update and certify a PHA's unit address and language information.

### UNIT ADDRESS/LANGUAGE SCREEN

**UNIT ADDRESS/LANGUAGE**

**STEP ONE**  
Language Certification

This section is used to identify the languages that are spoken by the residents of the **NEW YORK CITY HOUSING AUTHORITY**. If there are residents who cannot complete a survey in English, HUD needs to identify the other languages that are spoken.

Identify any languages, other than English, that are spoken by at least 20% of your residents.

To identify languages:

- If only English is spoken, single click the **None** checkbox.
- If the languages are listed, single click in the checkboxes of the applicable languages.
- If the language is not listed, single click in the **Other** checkbox, and click on the down arrow to view the drop down box.
- Single click on the language to select it.
- Single click on the **Save** push button when you are done.

None (only English spoken)  Spanish  Korean  Mandarin Chinese  Russian  Vietnamese

Other:

**STEP TWO**  
Verify Unit Address Information in PIC

You will need to verify your unit address information in the PH Information Center (PIC).

To verify your unit addresses in PIC:

- Single click on the **Verify Unit Addresses in PIC** push button
- This will take you to the PIC login area and you will leave the Resident Assessment Subsystem.
- You will need to **log into PIC** to update your Unit Addresses.
- Once your PIC Unit Address information is complete, **you will need to log back into RASS** to certify below that your Unit Addresses in PIC and your selections in the above Language Selection are correct.

**STEP THREE**  
Certify Language and Unit Address Information

You are certifying that your Unit Addresses are accurate in PIC and that your Language information is identified correctly above.

[REAC Home](#) | [HUD Home](#) ? Additional Help

For Comments or Questions click here for the [REAC Technical Assistance Center](#).

If you experienced difficulties with screen accessibility, please call (888) 245-4850, or e-mail [PHA\\_Survey\\_Feedback@hud.gov](mailto:PHA_Survey_Feedback@hud.gov).

## Resident Assessment Subsystem (RASS) External Procedures Unit Address and Language

### Language option check box:

These check boxes allow you to specify each language, in which at least 20% of your residents would need to complete the survey.

### Language list drop-down menu:

This drop-down menu allows you to select a language that is not listed.

**UNIT ADDRESS/LANGUAGE SCREEN**

**STEP ONE**  
Language Certification

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Identify any languages, other than English, that are spoken by at least 20% of your residents.

To identify languages:

- If only English is spoken, single click the **None** checkbox.
- If the languages are listed, single click in the checkboxes of the applicable languages.
- If the language is not listed, single click in the **Other** checkbox, and click on the down arrow to view the drop down box.
- Single click on the language to select it.
- Single click on the **Save** push button when you are done.

None (only English spoken)  
 Spanish  Korean  Mandarin Chinese  Russian  Vietnamese  
 Other

**STEP TWO**  
Verify Unit Address Information in PIC

You will need to verify your unit address information in the PH Information Center (PIC).

To verify your unit addresses in PIC:

- Single click on the **Verify Unit Addresses in PIC** push button.
- This will take you to the PIC login area and you will leave the Resident Assessment Subsystem.
- You will need to **log into PIC** to update your Unit Addresses.
- Once your PIC Unit Address information is complete, **you will need to log back into RASS** to certify below that your Unit Addresses in PIC and your selections in the above Language Selection are correct.

**STEP THREE**  
Certify Language and Unit Address Information

You are certifying that your Unit Addresses are accurate in PIC and that your Language information is identified correctly above.

**Language option check box**  
**Other check box**  
**Language list drop-down menu**

### Step 2:

Select all the languages in which at least 20% of the residents of your PHA will complete the survey. Select each language from the short language list by single clicking on the  check box that is next to it. If there are other languages you need to add which are not on the short list, single click on the check box  next to the 'Other' option, and select an additional language from the Language list drop-down. Select the None check box if your residents will be completing the survey only in English.

## Resident Assessment Subsystem (RASS) External Procedures Unit Address and Language

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### UNIT ADDRESS/LANGUAGE SCREEN - LANGUAGE SELECTIONS

None (only English spoken)

Spanish     Korean     Mandarin Chinese     Russian     Vietnamese

Other:

Save pushbutton →

**Step 3:** When you have made all your language selections, single click on the  pushbutton.

The following pop-up is displayed:



**Step 4:** Single click the  pushbutton on the pop-up.

The screen refreshes, and the language information you have selected is saved.

Now you will need to verify your unit address information in the PIH Information Center (PIC).

# Resident Assessment Subsystem (RASS) External Procedures Unit Address and Language

## UNIT ADDRESS/LANGUAGE SCREEN - VERIFY UNIT ADDRESSES IN PIC LINK

### STEP TWO

#### Verify Unit Address Information in PIC

You will need to verify your unit address information in the PIH Information Center (PIC):

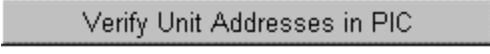
To verify your unit addresses in PIC:

- Single click on the **Verify Unit Addresses in PIC** push button.
- This will take you to the PIC login area and you will leave the Resident Assessment Subsystem.
- You will need to **log into PIC** to update your Unit Addresses.
- Once your PIC Unit Address information is complete, **you will need to log back into RASS** to certify below that your Unit Addresses in PIC and your selections in the above Language Selection are correct.

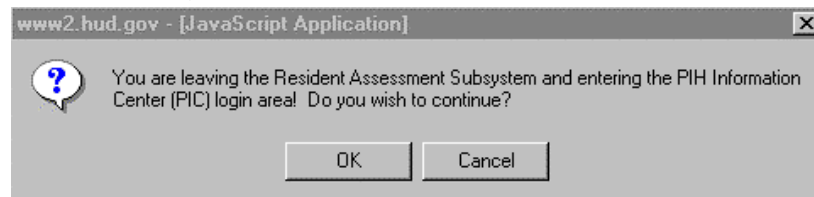
Verify Unit  
Addresses in  
PIC  
pushbutton



### Step 5:

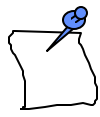
Single click on the  pushbutton.

The following pop-up is displayed.



### Step 6:

Single click on the  pushbutton on the pop-up.



### Note

This will take you to the PIC login screen and you will leave the Resident Assessment Subsystem. You will need to log into PIC to update your Unit Addresses. Once your PIC Unit Address information is complete, you will need to log back into RASS to certify that your Language Selection and your Unit Addresses in PIC are correct.

The PIH Information Center login screen is displayed.

## THE PIH INFORMATION CENTER LOGIN SCREEN



## Resident Assessment Subsystem (RASS) External Procedures Unit Address and Language



### Note

Once your PIC Unit Address information is complete, log back into RASS to certify that your Language Selection and your Unit Addresses in PIC are correct.

### Step 7:

After logging back into RASS, scroll down to step three on the Unit Address/Language screen.

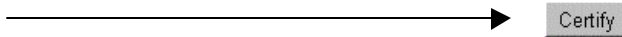
#### UNIT ADDRESS/LANGUAGE SCREEN - CERTIFICATION AREA

##### STEP THREE

##### Certify Language and Unit Address Information

You are certifying that your Unit Addresses are accurate in PIC and that your Language information is identified correctly above.

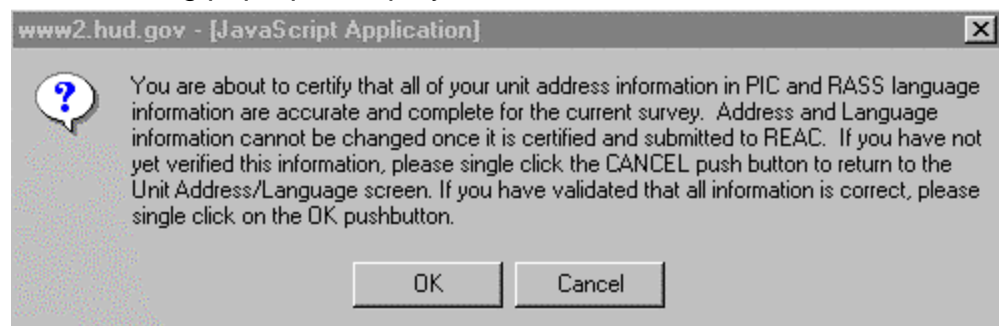
Certify  
pushbutton




### Step 8:

Single click on the  pushbutton.

The following pop-up is displayed



### Note

**NOTE:** Once you single click  on the certification pop-up, you will no longer be able to edit the unit address and language information. Please take special care to validate the correctness of this information before you certify!

### Step 9:

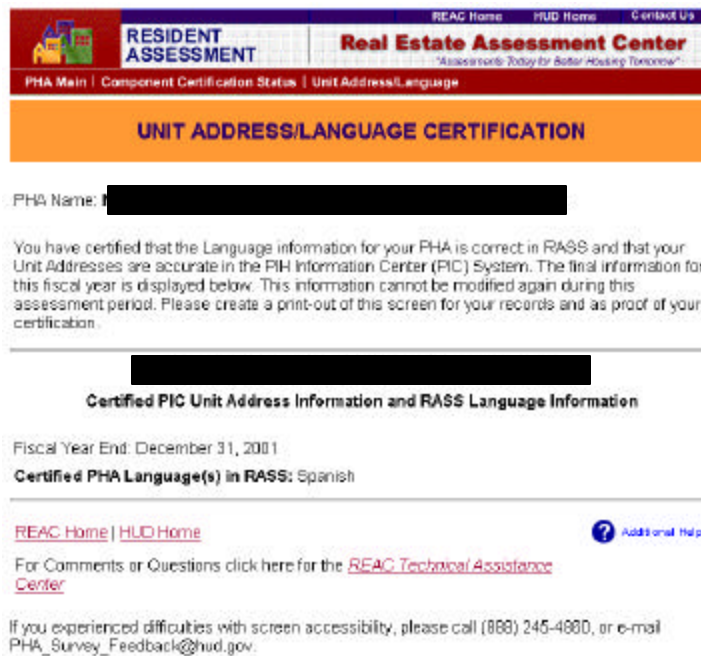
Single click on the  pushbutton on the pop-up.

## Resident Assessment Subsystem (RASS) External Procedures Unit Address and Language

The Unit Address/Language Certification screen is displayed.

**Description:** The Unit Address/Language Certification screen shows that you have certified the language information for your PHA and displays your fiscal year end and certified PHA language information.

### UNIT ADDRESS/LANGUAGE CERTIFICATION SCREEN



REAC Home HUD Home Contact Us  
**RESIDENT ASSESSMENT** **Real Estate Assessment Center**  
"Assessments Today for Better Housing Tomorrow"  
PHA Main | Component Certification Status | Unit Address/Language

### UNIT ADDRESS/LANGUAGE CERTIFICATION

PHA Name: [REDACTED]

You have certified that the Language information for your PHA is correct in RASS and that your Unit Addresses are accurate in the PH Information Center (PIC) System. The final information for this fiscal year is displayed below. This information cannot be modified again during this assessment period. Please create a print-out of this screen for your records and as proof of your certification.

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[REDACTED]

**Certified PIC Unit Address Information and RASS Language Information**

Fiscal Year End: December 31, 2001  
**Certified PHA Language(s) in RASS:** Spanish

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For Comments or Questions click here for the [REAC Technical Assistance Center](#)

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**Congratulations! You have successfully certified your Unit Address and Language Information!**