Job Aid for Preparing AMP Number Batch Submission File

Background: The November, 2005 PIC release added functionality in the Development submodule to assign Asset Management Project ("AMP") Numbers to each individual building. Guidance concerning how to organize or configure the assignment of AMP numbers is distributed separately. For large PHAs, entering the AMP numbers for each building can be a labor-intensive, time-consuming process. Therefore, we are providing an alternative method for very large PHAs to submit the AMP numbers in a batch file. This document describes the batch file and its processing. The Director, Financial Management Division, will determine which very large PHAs that contain 250 buildings or more may use the batch process.

To participate in the AMP Batch Upload, the PHAs will provide a comma-delimited data file or MS Excel™ spreadsheet to HUD-PIH-FMD by no later than the AMP Batch Deadline of March 17, 2006. Data received after the deadline will not be loaded.

HUD will load the AMP data submitted in one batch by approximately April 10, 2006. PHAs will then be able to further edit the data until the published final deadline for submission of April 21, 2006 and updating of AMP Group Numbers.

The general file format is (ASCII text file, commas separated values):

[full development number], [building number], [amp number]   where:

Variable	Size	Description
Full Development Number (incl. suffix)	max. 11 characters	existing PIC development numbers; e.g."TX001019" or "TX001066BC"
Building Number	max. 6 characters	existing PIC building numbers
AMP Number	fixed 12 characters	(see the format below)

The full AMP number format is:
> [5-character HA Code] + [6-digit AMP number] + "P"

For example: ′TX001′ + ′000022′ + ′P′ = 'TX001000022P′

If it is less than 6 digits, the variable AMP number is left-padded with zeroes:

e.g. "22″ becomes "000022″

Send technical questions to pichelp@hud.gov or call PICHelp at 800-366-6827. Programmatic questions go to william_g._jones@hud.gov, 202-475-8762 or Andrea_D._Williamson@hud.gov , 202-475-8607. A copy of the batch file for upload should be sent to PH_Opfund2006@hud.gov.