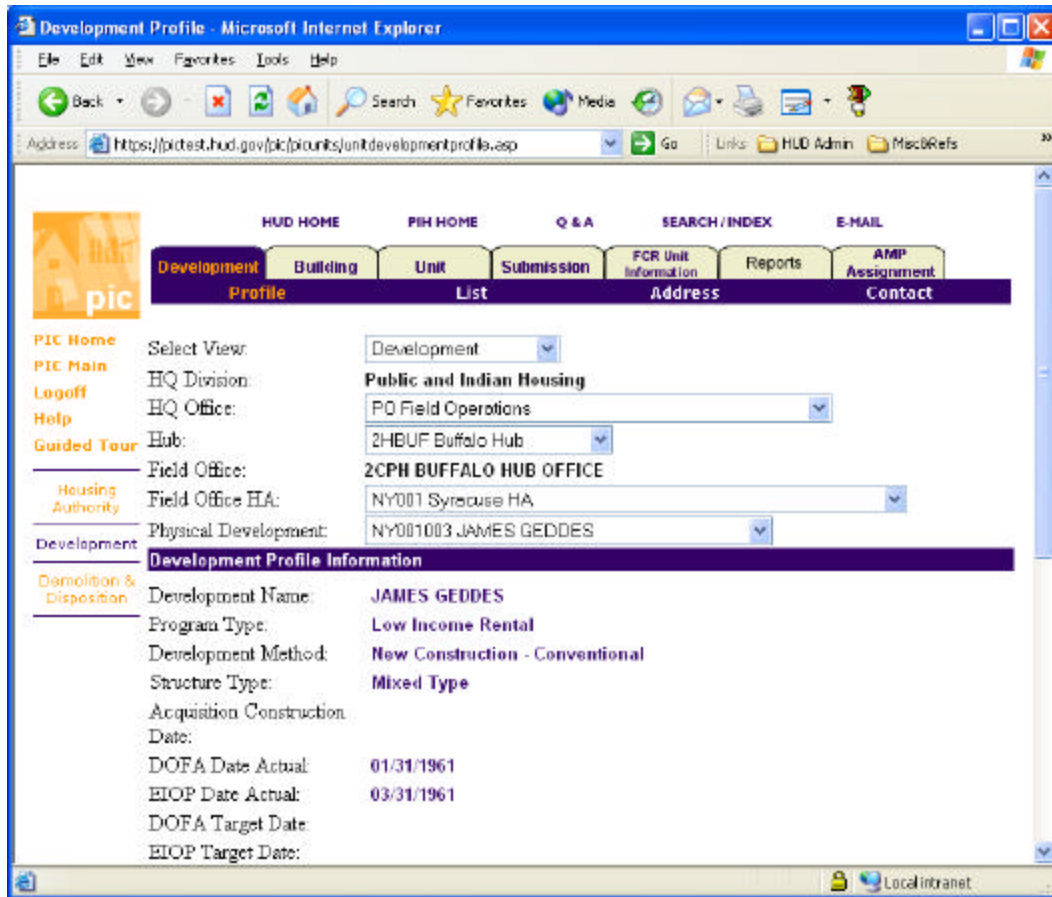


AMP Numbers – Data Entry Job Aid

AMP numbers (“Asset Management Project” numbers) are for designating a grouping of various buildings into a new operating entity called an Asset Management Project. AMP numbers may be entered in the PIC Development submodule by users who have the appropriate role assigned. Made available in November 2005 PIC release, all Security Administrators are able to grant AMP Assignment access to users as needed.

The “AMP Assignment” tab appears at the top right hand side of the Development tabs.

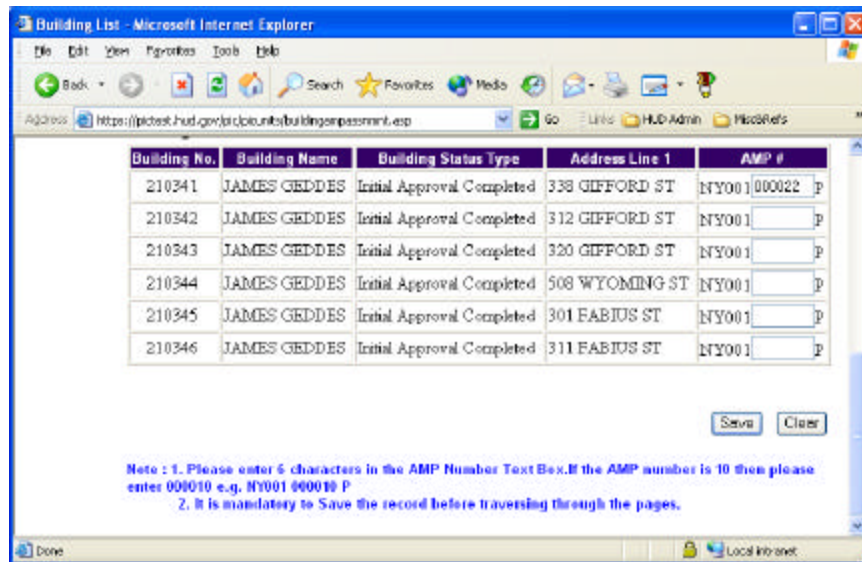


Select a development. Click the “AMP Assignment” tab and the screen below appears.

A user can search for a building number or an AMP number by using the “Building Search” functionality.

To assign AMP numbers, the user enters a 1-6 digit number for each building. The guidance for how to assign the AMP numbers is discussed in a document published separately by the Public Housing Financial Management program office. A PIH notice will provide guidance on factors PHAs should consider in following asset and property management principals in grouping buildings. The notice will be available on Operating Fund website.

If the user enters an AMP number that is less than 6 digits long (e.g. “22”), the system will automatically insert leading zeroes to fill the missing digits (i.e. “000022” as shown above). It should be noted that the full AMP number is actually 12 characters long. In the screen above the completed AMP number is “NY001000022P”. “NY001” and “P” are added automatically. Click the “Save” at the lower right to save the numbers on that screen. PHAs may use any numeric series they prefer whether it is sequential or another method.



A user may use the “Clear” button at the lower right of the screen to remove all AMP numbers being displayed but the number clearance will not be permanent unless the user also clicks “Save”.

Until the AMP number data entry closing date, of April 21, 2006, a user may continue to modify AMP numbers as required due to changing requirements. Once the closing date is reached, AMP number will be “frozen” during an operation subsidy year.

The full AMP number format is:

[5-character HA Code] + [6-digit AMP number] + “P”
 (system generated) (PHA entered) (system generated)

Only the 6-digit AMP number needs to be entered by the PHA. The “P” is a system generated character that is provided to help distinguish the complete AMP numbers from existing development numbers.

Non-dwelling structures located in close proximity to dwelling structures and primarily serving those dwelling structures in close proximity are to receive the same AMP number as the dwelling structures. Non-dwelling structures not a primarily associated with a single asset management project such as a central office building or central maintenance building are to receive an AMP number of “009999.”

PHAs must enter AMP numbers for all buildings in the PHA's building inventory or HUD will provide AMP numbers based on existing building groupings under the PHA development numbers. PHAs should use the "Building Search" query to insure they have assigned AMP number to all buildings.

When entering an AMP number in the "Building Search" section, you will normally enter the full AMP number (all 12 characters) to obtain the details for all buildings whose AMP number matches it. You may enter a partial AMP number and the system will return all the building records matching that partial AMP number. For example : if the AMP number is AK001121212P and you enter just AK00112, the result will display all existing AMP numbers and their details which start with AK00112.

Questions concerning how to enter AMP numbers or how to access and use PIC may be directed to your local PIC Coach in the Field Office or to PICHelp@hud.gov (or call toll-free 1-800-366-6827).