



# PIC Essentials for Hub and Program Center Employees

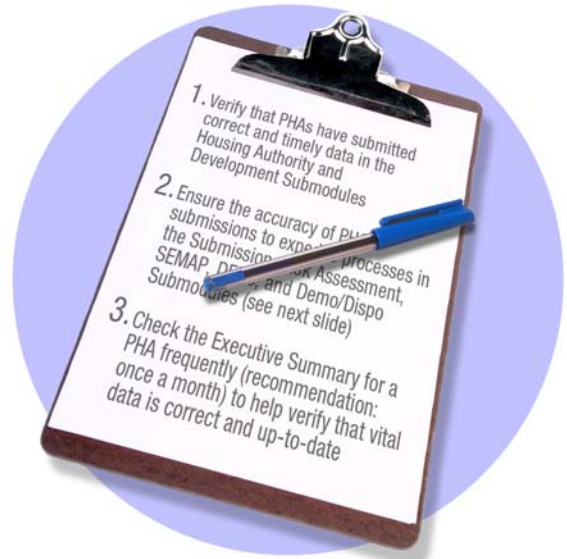
*Your Fundamental Responsibilities in the  
Public and Indian Housing Information Center  
(PIC)*

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# Perform the Vital Tasks

It is important to perform the PIC tasks that affect your PHAs the most<sup>1</sup>. Below is a list of tasks ranked in the recommended<sup>2</sup> order of importance.

1. Verify that PHAs have submitted correct and timely data in the **Housing Authority** and **Development Submodules**.
2. Ensure the accuracy of PHA submissions to expedite processes in the **Submission, Risk Assessment, SEMAP, DERS, and Demo/Dispo Submodules** (see next slide).
3. Check the **Executive Summary** for a PHA frequently (recommendation: once a month) to help verify that vital data is correct and up-to-date.



1. By performing the tasks outlined here, your PHAs will operate more smoothly and effectively. Examples include:
  - Accurate **Housing Authority Submodule** data helps expedite communication with PHAs.
  - Up-to-date **Development Submodule** data can help obtain adequate and on-time funding.

By not performing these tasks, you can encounter problems and confusion, causing backtracking and loss of time.

2. By prioritizing PIC tasks this way, you can maximize the effectiveness of the time you spend at the site.

# Ensure Data Accuracy

HA Funding			
Low Rent As Of 08/09/2003			
Formula Grants	Fiscal Year	Authorized Funds	Disbursed Funds
CFP	2002	\$4,789,354.00	\$1,859,126.04
	2001	\$5,004,178.00	\$4,469,039.99
	2000	\$4,894,157.00	\$4,791,463.30
<b>Grant Total</b>		<b>\$14,687,689.00</b>	<b>\$11,119,629.33</b>
Comp Grant	1999	\$5,188,588.00	\$5,188,588.00
<b>Grant Total</b>		<b>\$5,188,588.00</b>	<b>\$5,188,588.00</b>
Operating Subsidy	2003	\$6,169,991.00	\$4,397,655.00
	2002	\$5,660,417.00	\$5,660,417.00
	2001	\$5,119,645.00	\$5,119,645.00
	2000	\$4,452,907.00	\$4,452,907.00
	1999	\$4,588,588.00	\$4,588,588.00
<b>Grant Total</b>		<b>\$25,991,548.00</b>	<b>\$24,419,212.00</b>
PHDEP	2001	\$679,583.00	\$495,294.96
	2000	\$636,323.00	\$636,323.00
<b>Grant Total</b>		<b>\$1,315,906.00</b>	<b>\$1,131,617.96</b>
<b>Low Rent Total</b>		<b>\$47,183,731.00</b>	<b>\$41,859,047.29</b>

Data accuracy is necessary because:

- PIC is the **PRIMARY** information system for the Public Housing and Section 8 Housing Choice Voucher programs.
- Information presented in PIC submodules directly impacts HUD's funding and fiscal planning decisions<sup>1</sup>.
- Contact information in PIC is regularly used by the Office of Public and Indian Housing and the Real Estate Assessment Center for important communications.

## 1. Funding and Fiscal Planning Examples:

- Reviewing and completing correct **Form-50058** submissions contributes to favorable PHAS and SEMAP scores.
- Reviewing and approving data submissions in the **Risk Assessment** and **DERS Submodules** improves the likelihood of assistance and/or subsidies being awarded to the PHA on time.
- Approving demolition or disposition applications in the **Demo/Dispo Submodule** soon after the PHAs submit them enables prompt action (if applicable).
- Approving certifications in the **SEMAP Submodule** is a crucial part of the SEMAP program.

# Review Submissions Carefully

As a Hub or Program Center employee, you can work with the PHAs to complete PIC operations successfully<sup>1</sup>. Examples include the following:

- Review all submissions promptly and carefully for errors and omissions.
- Contact the PHA if information is incorrect or missing.
- Avoid the rubber-stamping of submissions.

## ***Submodules in Need of Close Review<sup>2</sup>:***

- ❖ **Submission**
- ❖ **Risk Assessment**
- ❖ **DERS**
- ❖ **DEMO/DISPO**
- ❖ **Housing Authority**
- ❖ **Development**
- ❖ **SEMAP**

1. If you review submissions carefully, you can save time and eliminate backtracking.
2. If you are unsure how to approve, accept, reject, or correct submissions in these submodules, contact your PIC Coach (see the next slide).

# Contact Your PIC Coach for Help



PIC Coaches can help you perform all PIC-related tasks. Their roles include:

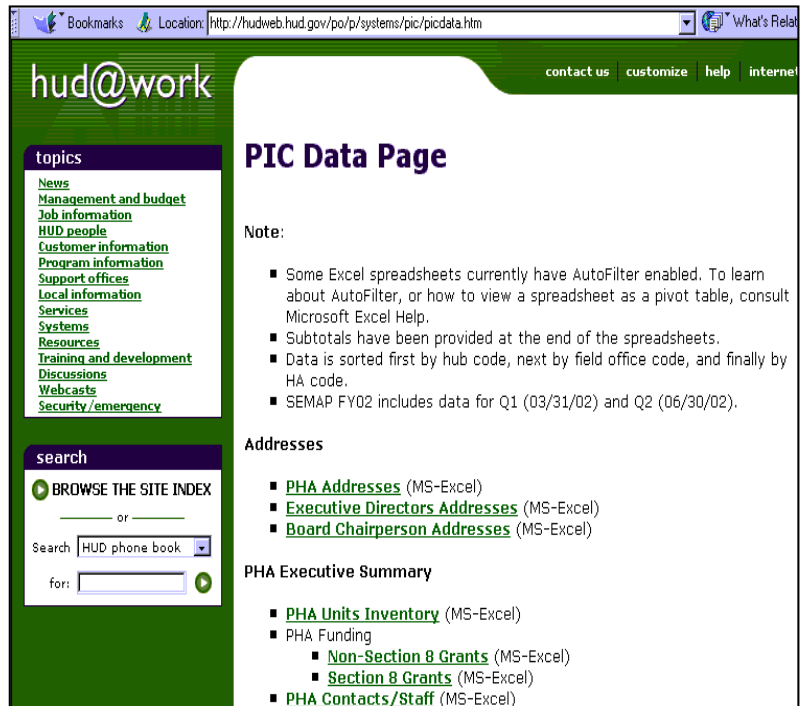
- Teaching you to perform all the site functions<sup>1</sup>.
  - Submitting Files
  - Maintaining contact information
  - Correcting errors
- Monitoring and promoting PIC use<sup>2</sup>.
- Answering questions concerning outages and updates<sup>3</sup>.

1. PIC Coaches can teach how to use the Web site. They do not input data for you or PHAs.
2. PIC Coaches have access to users' log-on records so they know how frequently you are visiting the site.
3. PIC Coaches can share your feedback with developers so the site can be improved. If you have a question and your PIC Coach is unavailable, you can get an answer by calling PICHelp at 1-800-366-6827 or by sending an e-mail to [pichelp@hud.gov](mailto:pichelp@hud.gov). PICHelp staff forward any questions they cannot answer to HUD senior management and PIC developers. They also track the questions through closure to assure an adequate answer is provided.

# An Additional Resource

The **PIC Data Page** is an additional resource available to you:

- It is located at:  
<http://hudweb.hud.gov/po/p/systems/pic/picdata.htm>.
- It offers unit, funding, and contact information to download onto your CPU in spreadsheet form<sup>1</sup>.
- It draws data directly from PIC on a weekly basis, so you can see where information is needed.
- It is not available to PHAs or the public.



1. If the information is not submitted into PIC or is incorrectly submitted, it will be presented as such on the spreadsheet. If the information is submitted correctly, every available column on the spreadsheet should contain information...no gaps.