



HIP Implementation Notice PIH 2024-12

Training on IMS/PIC Data Clean-Up for PHAs

Presented by:
Wendalyn Hovendick, Deputy HIP Program Manager

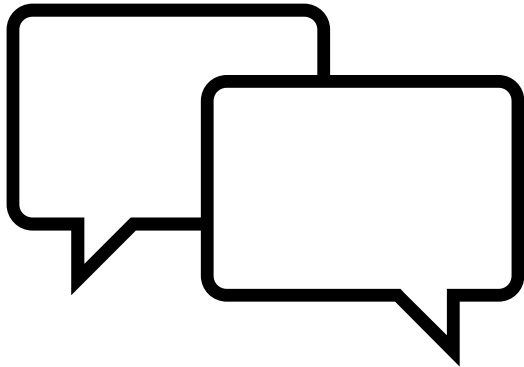
June 4, 2024



QUICK REFRESHER

Quick Refresher

The HIP Implementation Notice, [PIH Notice 2024-12](#), describes the process for PHAs and their software vendors to transition from IMS/PIC to HIP.



Key Terms:



Transition Date: *Access to IMS/PIC Ends*

Transition Period: *No Access to IMS/PIC or HIP*

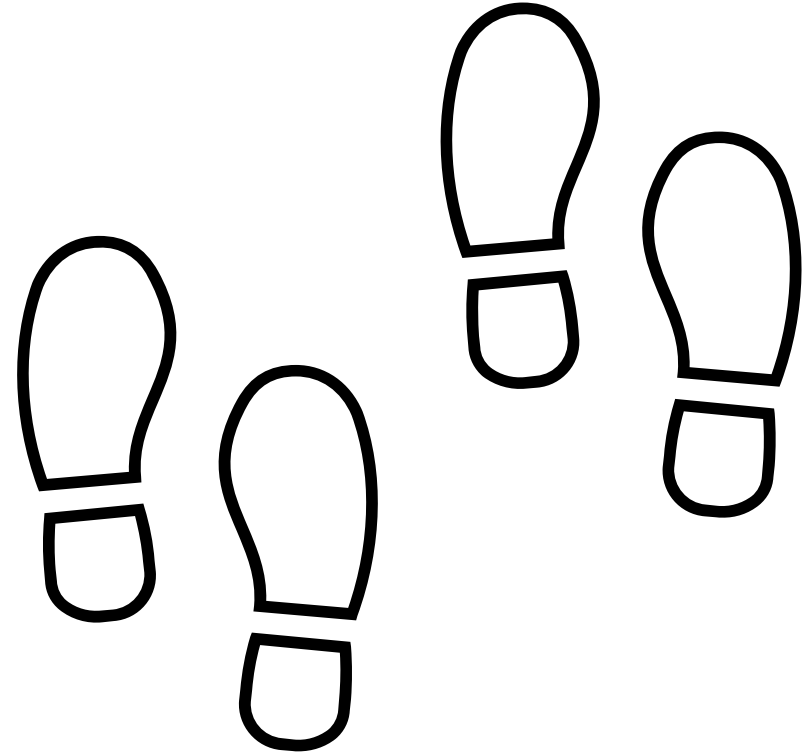


HIP Opening Date: *Access to HIP Begins*

Agenda

We'll walk through Sections 6 and 7 of the HIP Implementation Notice:

- ✓ Requirements to clean up PIC data before the Transition Date (Section 6)
- ✓ Special considerations for subsets of PHAs (Section 7).

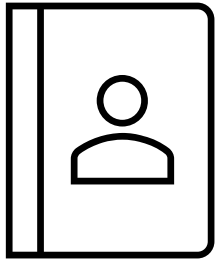


** References to sub-sections appear at the bottom of each slide.*

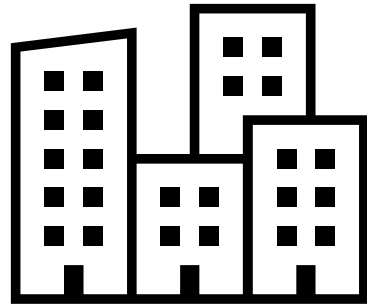


SECTION 6: OVERVIEW

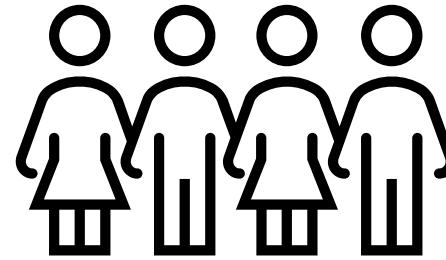
Section 6: Overview



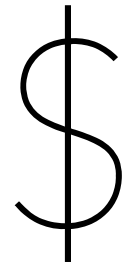
Ensure Accurate
HA Contact
Information
(6.1)



Ensure Accurate
Building and
Unit Data
(6.2)



Ensure Accurate
Tenant Data
(6.3)



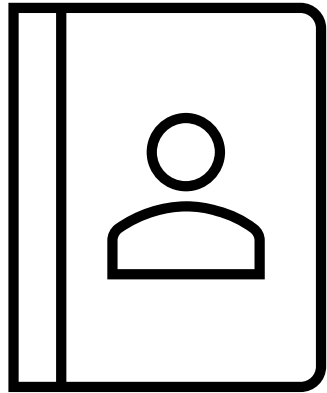
Ensure Accurate
Data for CY25
Operating Subsidy
(6.4)

See Section 6 (Requirements to Ensure Data Accuracy Prior to Transition Date) of PIH Notice 2024-12.



6.1: ENSURING ACCURATE HA CONTACT INFORMATION, *CONTINUED...*

Ensuring Accurate HA Contact Information, *Continued...*



✓ PHAs update their general email address in the Housing Authority module, on the Housing Authority tab.

Housing Authority	
List	Details
HQ Office:	Public and Indian Housing
HQ Division:	PO Field Operations
Hub:	4HATL Atlanta Hub
Field Office:	4APH ATLANTA HUB OFFICE
Housing Authority Details	
Modification Type:	<input type="text" value="Select Type"/> <input type="button" value="Select"/>
HA Code:	GA001
Name:	Augusta HA
Formal Name:	Housing Authority of the City of Augusta
Activity Status:	Active
HA Program Type:	Combined
HA FY End:	03/31
Phone Number:	(706) 312- 3158
Fax Number:	(706) 724- 3935
TTY Number:	() -
Web Page Address:	www.augustapha.org
Email Address:	joglesby@augustapha.org
Executive Director:	Jacob Oglesby

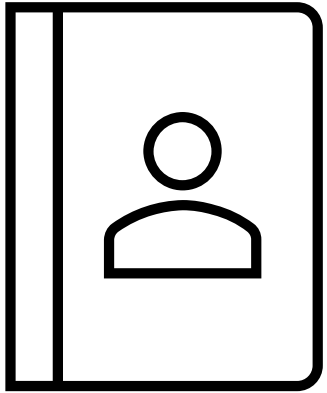
See Section 6.1 of PIH Notice 2024-12.

Job aid forthcoming at: https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts



6.1: ENSURING ACCURATE HA CONTACT INFORMATION

Ensuring Accurate HA Contact Information



- ✓ PHAs update their contacts in the Housing Authority module, on the HA Contacts tab.
 - ✓ ED
 - ✓ Board Chair
 - ✓ Local Official

Contact	Role	Phone Number	Email
[Redacted]	Board Member	[Redacted]	

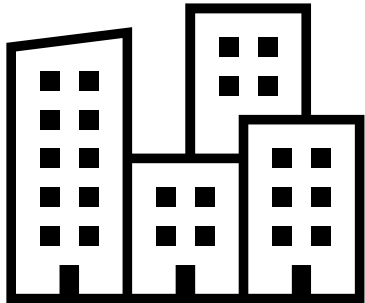
See Section 6.1 of PIH Notice 2024-12.

See “Maintaining HA Contacts” job aid at: https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts



6.2: ENSURING ACCURATE BUILDING AND UNIT DATA

Ensuring Accurate Building and Unit Data



- The B&U information is the basis for the calculation of Capital Fund grants and for the Project Expense Level (PEL) calculations for Operating Fund grants.
- To prevent improper payments, PHAs are required to ensure the accuracy of this information.

See Section 6.2 and Appendices A & B of PIH Notice 2024-12.

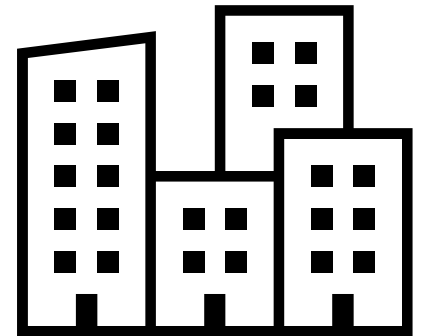


6.2.A: B&U DATA THAT MUST BE VALIDATED BEFORE THE TRANSITION DATE

B&U Data that Must be Validated Before the Transition Date

In reviewing their B&U data, PHAs should prioritize:

- ✓ Unit Counts
- ✓ Bedroom Counts
- ✓ Unit Designations
- ✓ Accessible Designations
- ✓ Unit Tenant Statuses
- ✓ Dwelling Units, Non-Dwelling Units, Non-Dwelling Structures, Total Acres, and Total Removed Acres



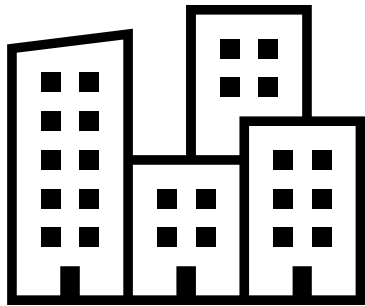
See Section 6.2.A and Appendices A & B of PIH Notice 2024-12.



6.2.A: B&U DATA THAT MUST BE VALIDATED BEFORE THE TRANSITION DATE, *Continued...*

B&U Data that Must be Validated Before the Transition Date, *Continued...*

PHAs are encouraged to run a Unit Detail Report in the Development Submodule, Reports tab, Unit Report subtab.



- For the Report Type, select “Detailed”.
- Select the Occupancy checkbox.
- As of the Transition Date, PHAs must ensure that NO units have a Unit Status Type of: “Status Changes Proposed”, “Status Changes Submitted”, “Status Changes being Reviewed”, or “Proposed for Removed from Inventory”.

See Section 6.2.A and Appendices A & B of PIH Notice 2024-12.

See “Unit Reports” Job Aid at: https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts

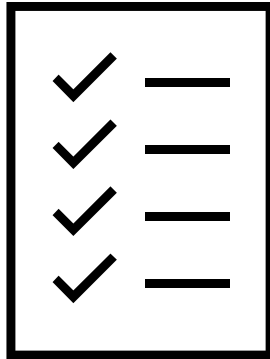


6.2.A: B&U DATA THAT MUST BE VALIDATED BEFORE THE TRANSITION DATE, *Appendices...*

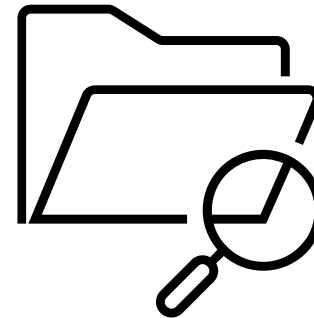
B&U Data that Must be Validated Before the Transition Date, *Appendices...*



Appendix A:
Quick Reference Guide
for Ensuring B&U Data
Accuracy



Appendix B:
Supplemental Information on
B&U Data that MUST be
Validated BEFORE the Transition
Date



See Section 6.2.A and Appendices A & B of PIH Notice 2024-12.

See “Building and Unit Data Submission” Job Aid at:

https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts



6.2.B: REQUIREMENT TO COMPLETE B&U SUBMISSION AND APPROVAL IN IMS/PIC

Requirement to Complete B&U Submission and Approval in IMS/PIC

After B&U updates, and no later than 2 weeks prior to the Transition Date, PHAs must submit their Building and Unit data for approval in IMS/PIC.

1. Select Development Submodule.
2. Select Submission tab.
User arrives on Submit Unit Information subtab.
3. Enter brief comment.
4. Select Submit Data for Approval.

The screenshot displays the IMS/PIC web application interface. The top navigation bar includes 'Get Help' and 'Logoff / Return to Secure Systems'. The main navigation menu on the left lists 'Development', 'Building', 'Unit', 'Submission', and 'Approval'. The 'Submission' tab is selected, showing 'Submit Unit Information' and 'Submit Unit Status Changes' subtabs. The 'Submit Unit Information' subtab is active, displaying 'GA003 Athens HA' and 'Enter Comments and Submit Unit Information'. A text area for 'Submission Comments' is visible, with a '1' in a black circle indicating where to enter a comment. The 'Development' subtab is also visible, with a '1' in a black circle indicating where to select it. The 'CAPFUND B&U Certification' tab is highlighted with a '2' in a black circle. At the bottom right, there is a 'Submit Data For Approval' button with a '4' in a black circle and a 'Save' button. A disclaimer at the bottom reads 'All changes are subject to approval by Field Office personnel.'

See Section 6.2.B. and Appendices A & B of PIH Notice 2024-12.

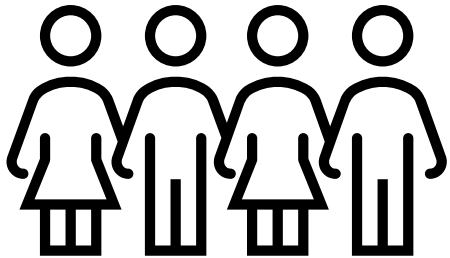
See "Building and Unit Data Submission" Job Aid at:

https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts



6.3: ENSURING ACCURATE TENANT DATA

Ensuring Accurate Tenant Data



HUD will migrate:

- ✓ All current HUD-50058 and HUD-50058 MTW records.
- ✓ A limited subset of historical records accepted by IMS/PIC.

HUD will not migrate:

- x Form HUD-50058 submissions that received fatal errors.
- x Error reports.

See Section 6.3 of PIH Notice 2024-12.

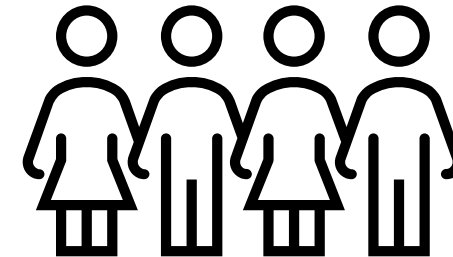


6.3.A: CONSIDERATIONS IN TENANT DATA MIGRATION

Considerations in Tenant Data Migration

In reviewing their tenant data, PHAs should:

- ✓ Ensure that the active households listed in their internal records match those in IMS/PIC and that the most recent 50058, including type of action and effective date, is correctly reflected.
- ✓ Ensure that any fatal errors on error reports in IMS/PIC have been resolved.



See Section 6.3.A. of PIH Notice 2024-12.



6.3.B: RESOURCES FOR RECONCILING TENANT DATA PRIOR TO TRANSITION DATE

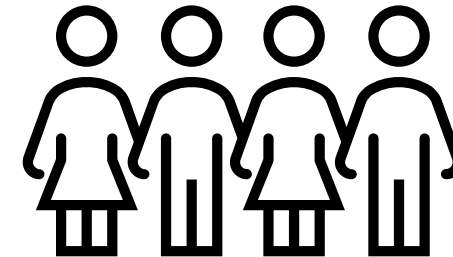
Resources for Reconciling Tenant Data Prior to Transition Date

PHAs should use existing processes and work with their software provider to ensure accurate tenant data.

PHAs may also use:

- ✓ IMS/PIC Adhoc Report
- ✓ IMS/PIC 50058 Error Reports
- ✓ PIC Error Dashboard
- ✓ Errors Flagged in EIV

See Section 6.3.B. of PIH Notice 2024-12.

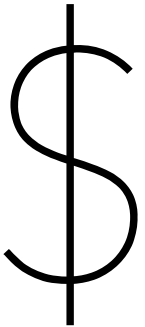




6.4: ENSURING DATA ACCURACY FOR CY 2025 OPERATING SUBSIDY

Ensuring Data Accuracy for CY 2025 Operating Subsidy

HUD will pull unit status data from IMS/PIC on or around August 1, 2024, to calculate CY2025 Operating Fund grants (covering 7/1/23 – 6/30/24).



PHAs can support funding accuracy by:

- ✓ Following the requirements of the HIP Implementation Notice.
- ✓ Timely transmitting HUD-50058s effective during the reporting period, in accordance with FMD guidance.

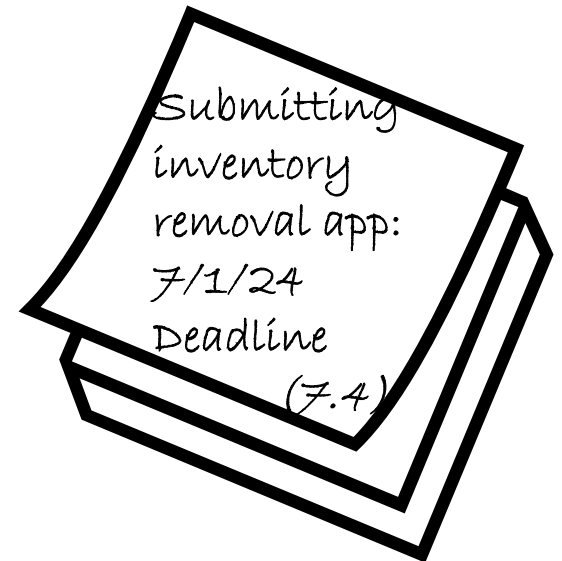
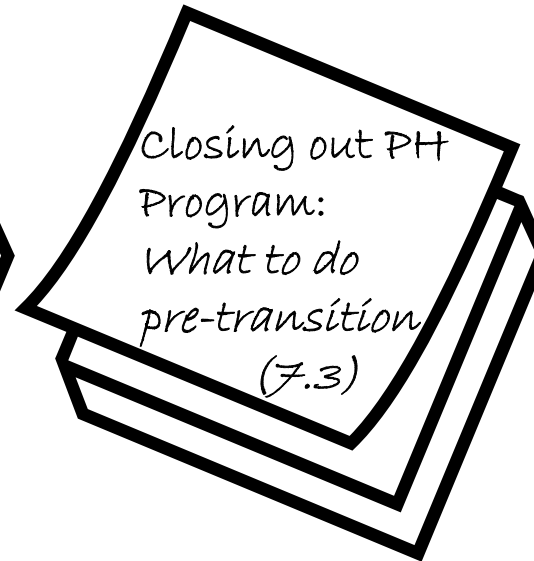
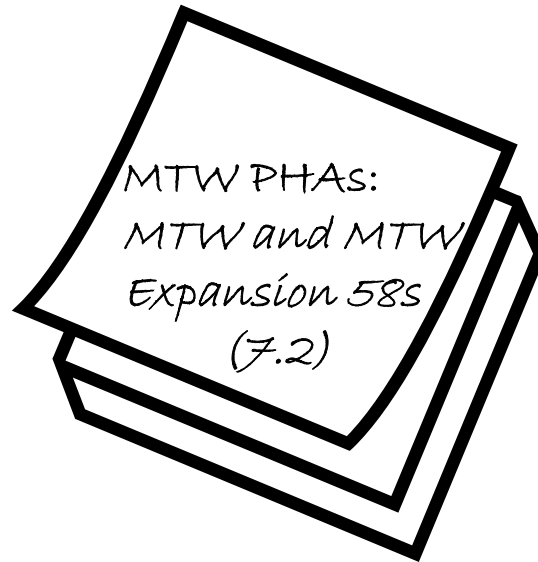
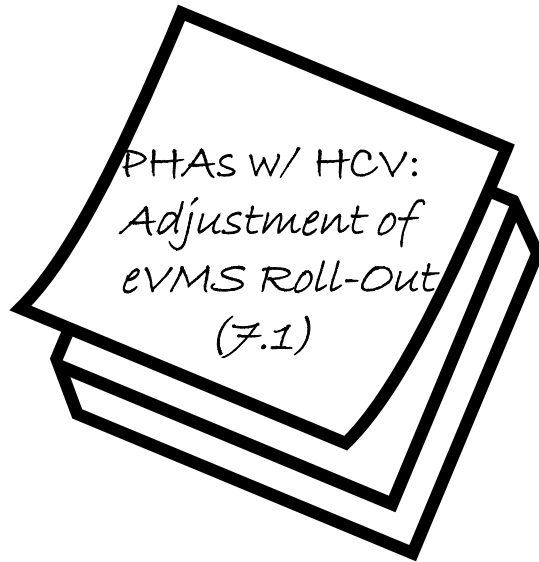
See Section 6.4 of PIH Notice 2024-12.

SECTION 7: OVERVIEW

Section 7: Overview



Tailored guidance for certain subsets of PHAs:



See Section 7 (Considerations for PHAs Based on Program Type and Status) of PIH Notice 2024-12.

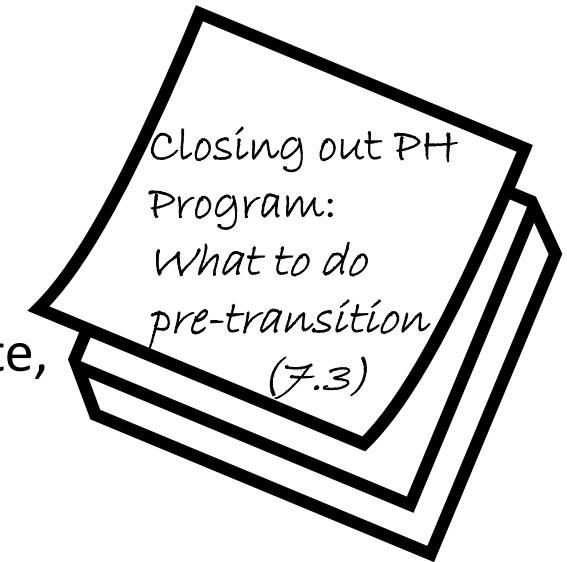


7.3: CONSIDERATIONS FOR PHAs CLOSING OUT THEIR PH PROGRAMS

Considerations for PHAs Closing Out Their Public Housing Programs

Applies to PHAs that no longer have any Public Housing ACC units and intend to close out their PH program.

- ✓ If closing out PH program through ACC termination*, PHA must work with field office to complete the close-out process.
- ✓ If closing out PH program through voluntary transfer or consolidation AND the effective date precedes the Transition Date, PHA must work with field office to complete the process in IMS/PIC.



** PHAs intending to receive funding to be used for eligible close-out expenses should NOT terminate their ACC and will NOT be made inactive in HUD systems.*

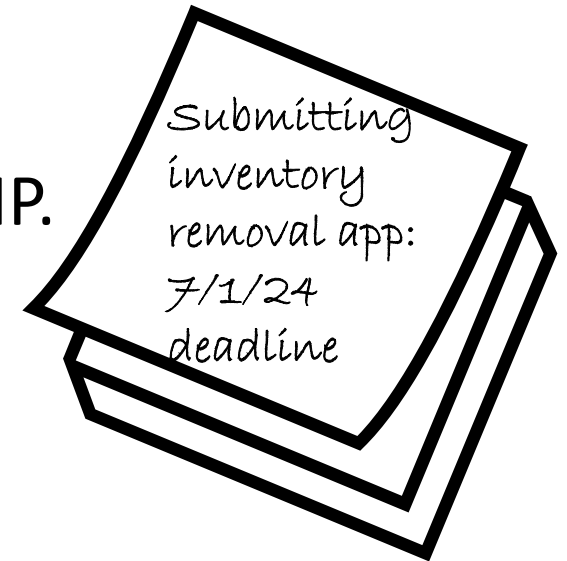
See Section 7.3 of PIH Notice 2024-12.



7.4: CONSIDERATIONS FOR PHAs SUBMITTING INVENTORY REMOVAL APPLICATIONS

Considerations for PHAs Submitting Inventory Removal Applications

- HUD will not accept inventory removal application submissions in IMS/PIC after July 1, 2024.
- HUD will migrate all applications and documents to HIP.
- PHA should consult field office if they need to submit between July 2, 2024, and the HIP Opening Date.
- RAD inventory removal application inquiries: send to SACTA@hud.gov.



See Section 7.4 (Considerations for PHAs Submitting Inventory Removal Applications) of PIH Notice 2024-12.



FURTHER INFORMATION

Further Information

- Housing Information Portal (HIP) page:
https://www.hud.gov/program_offices/public_indian_housing/hip
- IMS/PIC Job Aids:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/ts
- Correcting B&U Data Anomalies:
https://www.hud.gov/program_offices/public_indian_housing/systems/pic/bu
- REAC TAC: https://www.hud.gov/program_offices/public_indian_housing/react/support/tac

Questions and Feedback

- Questions?

