

On January 26th all PHAs should have received the email below that pertains to the FY 2009 Capital Fund data certification in PIC. This certification, as in previous years, is being done so that housing authorities can validate the data that will be used for the formula calculation that will be used to determine how much Capital Fund Program (CFP) funding each PHA will receive for FY 2009.

The deadline for submission of the certification in PIC is **February 20, 2009** and it is imperative that you start on this as soon as possible in case issues arise. Per the email below if you completed the certification before January 26th you will need to go back and redo it. [Then email to HUD representative to let them know you have certified so can go into system and check the certification.](#) In previous years there have been a few people who have thought they submitted but actually had not completed the process. Attached are two documents that should assist you in this process. First, PHAs are encouraged to read Notice 2008-46 that deals with the data certification requirement. Second, attached is the newly revised Step by Step guide that is referenced in OCI's email below (to save on attachment size I have made it into a PDF file, on the website it is in Word format).

The [following are steps](#) I hope will assist you in completing this process.

- You access the certification by logging into REAC (Secure Systems) and clicking on PIC like you usually would to get into PIC.
- All Executive Directors have the rights to complete the certification and usually the ED should be the one doing this. If you want a staff person to complete the certification and they are unable to access it please let [your PIC coach](#) know.
- The first page of the Step by Step guide gives you the various steps for this process and the page number the information is on. This will also let you know if you have done all of the steps.
- When you have completed verifying the data outlined below and in the Step by Step guide remember that there are two parts to completing the certification. **You must certify/reject each development AND you must SUBMIT the entire certification. Failure to do both of these steps will jeopardize your funding!**
- PHAs will be responsible for verifying that the DOFA date for each of their developments is correct (if before the transition to new development numbers you previously had more than one development the DOFA date is a weighted average date, see step by step guide pages 7 and 8).
- For each development PHAs will need to verify the columns under the Unit Count heading to make sure that those numbers are correct. If you find a discrepancy please email me with as many details as possible and I will investigate it and get in touch with you to work it out.
- Note that in the Building List that if you have a building that contains merged units that the Unit Count for that building will be for the total number of units the building originally contained -merged units are never deleted from PIC as they are retained for history purposes.
- In the Unit List units with Unit Designation of Exception may be merged units or non dwelling units. If you are not sure you can look at the unit details by single clicking on the Unit tab at the top of the screen and finding the unit in question and single clicking on its unit number.

- If your PHA has a development that contains units that were removed in the old IBS system due to demolition, disposition, or 5h homeownership please get in contact me about those developments since we are currently looking into an issue with the data in these developments.

You can obtain information about the Capital Fund Program you can visit the Office of Capital Improvements website at

<http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>

From: PIH OCI

Sent: Monday, January 26, 2009 5:31 PM

Subject: Announcement of 2009 Capital Fund Data Certification

The Office of Capital Improvements (OCI) is sending this e-mail to notify you that it has posted a schedule for completion of the Capital Fund certification process on its Website (<http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>) in accordance with PIH Notice 2008-46.

The deadline for completing the certification process is **February 20, 2009**.

As was the case last year, HUD will calculate standard Capital Fund allocations in 2009 based on data from this FY 2009 certification process.

Validation of PHAS High Performer status and HOPE VI replacement units

In addition to initiating the Capital Fund data certification process, the OCI is simultaneously publishing on its Website (<http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>) a list of PHAs that are eligible to receive a Capital Fund bonus based on being designated as high performing PHAs. OCI is also publishing a list of the number of planned replacement units that correspond to each HOPE VI grant: the Capital Fund formula relies on this data to determine appropriate amounts of Replacement Housing Factor (RHF) funding. PHAs should double check both of these lists for accuracy by February 20, 2009 as well. If a PHA believes that the information contained in one or both of these lists is inaccurate, the PHA should send an e-mail to PIHOCI@hud.gov explaining the inaccuracy and providing corrected data.

New Step-by-Step Guide

OCI published a revised Step-by-Step guide that addresses recent changes to the system. The guide is located at the OCI website (<http://www.hud.gov/offices/pih/programs/ph/capfund/index.cfm>) noted at the beginning of this e-mail message.

Transition to new developments in PIC/IMS

The most notable change from last year's certification process to this year's certification process is the transition to new developments (mirroring Asset Management Project or AMP groupings) in the Public Housing Information Center (PIC)/Inventory Management System (IMS). The Department initialized the Capital Fund Data Certification process in the PIC/IMS system in December and noticed a number of issues related to the transition to new developments. The Department believes it has corrected the issues, but had to reinitialize the PIC/IMS system to fully implement the corrections. A small number of PHAs noticed that the system was initialized in early December even though the Department had not sent out any notification and started (or in a few instances completed) the certification process. Unfortunately, the Department had to overwrite this data to correct the problems encountered and reinitialize the system. All PHAs **must** therefore certify during this official timeframe for data certification.

One of the problems noted in relation to the transition to new developments was inaccurate weighted average DOFA dates. PHAs should validate that the system displays the correct DOFA dates for each development. The new Step-by-Step guide contains a section that explains how PHAs can double check the accuracy of DOFA dates (see pages 7 and 8).

The other significant problem noted with respect to the transition to new developments was that some developments were not being included in the data certification data. It is always important to double check that the system is properly displaying all developments. It should be noted; however, that the system does not display developments that were removed from the inventory more than 11 years ago (the cutoff for receiving RHF funding).

1999 Validation

The PIC/IMS system no longer displays 1999 data for validation. The 1999 data is historical and therefore does not change from year to year. At this point, the Department believes that it has made all of the corrections to the 1999 data that should be required based on the information PHAs provided during the 2007 and 2008 certification processes and therefore is no longer requesting validation.

Changes to Data Included on the Development Details webpage

In order to avoid confusion, the Department has now structured the web page that displays each development's data (the Development Details page) so that it does not include removed unit counts in the non-dwelling, family and elderly unit counts. Therefore the non-dwelling, family and elderly unit counts when added together should equal the standing unit counts. Similarly, the non-ACC unit counts are separate from the

standing unit count and are not included in the standing unit count, nor the non-dwelling, family and elderly unit counts. PHAs should refer to the definitions for each data element listed in the Step-by-Step user guide on pages 10 and 11.

Status of Changes as a Result of Rejections/Corrections from the 2008 Certification

In the 2008 certification process, PHAs rejected data for approximately 460 developments (out of 15,000 developments). In the overwhelming majority of cases, the rejections cited minor problems in the existing PIC data. Many of these problems are now corrected. However, some have not been corrected. Because of the transition to new developments in PIC/IMS, the old help tickets are no longer valid and have been closed. In the limited instances where the Department still has not corrected an issue from the 2008 certification process, the PHA must initiate a new help ticket in order to address the issue. The new ticket must refer to the applicable new development number.