



## Capital Fund Data Certification In PIC Quick Start Guide

HUD published a detailed Guide for the data certification procedure in PIC. This Quick Start Guide summarizes a recommended procedure for verification of your development, building and unit data and certification of that data in PIC. The deadline for certifying

### **Step 1:** Confirm Developments are accurate

- Log in to PIC and navigate to the Development sub-module
- Click on the CAPFUND tab
- Confirm the list of Developments includes all developments as of 9/30/2007
- If a Development is incorrect, contact Field Office to correct the data
- If Field Office cannot correct the data before 7/12/2007, submit a request to the REAC Technical Assistance Center (call 1-888-245-4860 and select option 4 or e-mail REACTAC@hud.gov.)

### **Step 2:** Confirm 1999 Unit Count and Bedroom Count

- Click CAPFUND tab in Development sub-module
- Click Development number
- Confirm that 1999 Unit Count and 1999 Aggregate Bedroom Count are correct
- If incorrect, enter correct numbers and a brief comment, then click Save button
- Repeat for all Developments

### **Step 3:** Confirm building and unit data is accurate in each development

- Select Reports tab in Development sub-module
- Click Unit Reports link under the tabs
- Place check mark next to developments to be included in report
- Click Generate Report button
- Confirm the following data for each unit from the report:
  - o List includes all Buildings in the selected Development
  - o List includes all Units in the selected Development
  - o Unit Designation for each unit is correct
  - o Bedroom Count for each unit is correct
  - o ACC status for each unit is correct

### **Step 4:** Correct inaccurate data

- To correct missing or inaccurate Development, Building or Unit numbers:
  - o Contact the Field Office and request that they correct data
  - o If Field Office cannot correct by 7/12/2007, submit request to TAC (see Step 1)
  - o If request submitted to TAC, obtain Ticket Number
- To correct bedroom count or unit designation for a particular unit:
  - o Click on Development tab and select development from drop-down
  - o Then click on Unit tab
  - o Click on Unit number
  - o Edit bedroom count or unit designation and click Save button

**Step 4: Certify or Reject Data**

- Select CAPFUND tab
- If the data is accurate for a development number, place a check mark to the right of the development and click the Certify button at the bottom of the screen. (You can place check marks next to multiple developments and certify them at the same time.)
- If the data is inaccurate (and you have not been able to correct it by 7/12/2007)
  - o Click on the Development number with inaccurate data
  - o Enter the Ticket Number from the TAC report you made and a comment explaining the required correction
  - o Click CAPFUND tab again and place a check to the right of the development
  - o Click the Reject button at the bottom of the screen

**NOTE:** Only reject a Development if the building and unit data is inaccurate AND you have entered a REAC TAC Ticket # in the Development Detail screen as described in Step 4. If you disagree with the 1999 Unit Count or Aggregate Bedroom Count and you entered the correct numbers on the detail screen as described in Step 2, but the current Development, Building and Unit data are correct, Certify the Development, DO NOT Reject the development.

**Step 5: Submit Certification**

- Select the CAPFUND tab
- Confirm that you have reviewed all data and made any necessary changes.
- Click the Submit button at the bottom of the main screen.

**NOTE:** Once you click the Submit button, you cannot make any more changes.