Public Housing Portal

Public Housing Agency User Guide for Public Housing Waiting List Submission



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Financial Management Division

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Public Housing Portal

The Public Housing Portal (portal) is an online platform for Public Housing Authorities (PHAs) and the Office Public and Indian Housing (PIH). PHAs can review current and historical Forms HUD-52723 and HUD-52722 data. PHAs can complete and submit Operating Fund (OpFund) required forms. This guide provides PHAs instructions to report the total number of families on the PHA waiting lists as required by the United States Housing Act of 1937 (42 U.S.C. 1437n(a)), as amended by Section 103 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), Section (E):

(E) "REPORTS ON OVER-INCOME FAMILIES AND WAITING LISTS. — The Secretary shall require that each public housing agency shall — "(i) submit a report annually, in a format required by the Secretary, that specifies — "(I) the number of families residing, as of the end of the year for which the report is submitted, in public housing administered by the agency who had incomes exceeding the applicable income limitation under subparagraph (C); and "(II) the number of families, as of the end of such year, on the waiting lists for admission to public housing projects of the agency; and "(ii) make the information reported pursuant to clause (i) publicly available."

Requesting Access to the Portal

PHA staff must request access to the Portal through their local Web Access Security Subsystem (WASS) security coordinator.

User Roles

WASS security coordinators must assign the users only one user role. WASS security coordinators must assign users the appropriate user role. The PHA user roles are described below:

User Role	Description
OPD	This user role is for the PHA's Executive Director only. This user can create, edit,
	upload supporting documents, and sign and submit the forms.
OPE	This user can create, edit, and upload supporting documents for the forms. This
	user cannot sign or submit the forms.
OPI	This user can only read completed submissions. This user cannot create, edit,
	upload supporting documents, sign or submit the application.
OPL	This user role is for the PHA's Board Chair only. This user can create, edit,
	electronically sign forms where required, and upload supporting documents.

WASS security coordinators can find a user guide to assign user roles from this web page: <u>https://www.hud.gov/program_offices/public_indian_housing/programs/ph/am/webportal</u>.

Navigating to Portal through Secure Systems

Using the Google Chrome web browser only, go to the portal through the Secure Systems URL:

https://hudapps.hud.gov/HUD_Systems/ ,log in, and click the "Public Housing Portal (PIH Operating Fund)" hyperlink.



The system displays the portal home page as shown below.

Home Ver1.4.5.5 S35_4_2.1 Update Profile PhiA Reports & Submissions Energy Incentives Document Management	vities Welcome F				Portal User Communication 🖂		User Profile
PHA Reports & Submissions Finangy Incentives Compared Management	vities Welcome F						Guide 💭
	today	-IRST - MOPF00	View user roles assignment June	and s 2023	Download Profile	the User Guide	list
Navigation menu	Mo	n Tu	Wed 30	31 Thu	Fri 1	2	Sat 3
News and Messages: • The Public Housing Portal will be	Calender	events	6	7	8	9	10
offline for maintenance release/upgrade and resources will not be available from 09:15 AM - 10:30 AM EST, August 13, 2022.	11	12	13	14	15	16	17
Portal news and messages - CY 2023 PIC Building/Units	18	19	20	21	22	23	24
Soose ATU Submissions due August 30, 2022.	25	26	27	28	29	30	1

From the home page, PHA users can review upcoming portal submission dates, events, read the latest Portal News and Messages, download the User Profile Guide, update their user profiles, and navigate to many of the portal's modules.

Please use Google Chrome browser to access the portal.

User Profile

The portal requires all users to have a user profile. Users cannot navigate the portal or access portal resources until they create their user profiles. If the user has not created a user profile, the home page will display the following message: User profile is missing, please update user profile to continue.

					🛅 New Window	B Return to Secure Sy	ystem (i) About ?
D	Update User profile is missing, please up	date user profile to continue.				Roles	User Profile
D	Profile X				A	Assigned	Guide []
⊡		Major Activities Welcome FIRS	T - MOPF03 LAST - pic	Connection	Click button	to download	
					the User P	rofile Guide	
		today	N	ovember 202	20	mor	ith list
		Sun Mon	Tue	Wed	Thu	Fri	Sat
		1	2 3	4	5	6	7

Consult the User Profile Guide to complete your user profile. <u>The "User Profile Guide"</u> is <u>available to download at the portal home page</u>.

Missing PHA Assignment Warning

1. Click "PHA Reports & Submissions" in the left side navigation menu.

If the system displays the "**Missing PHA Assignment**" warning in the upper right corner of the "PHA Reports & Submissions" page, the PHA user must contact their WASS security coordinator to correct their user role for the portal.



2. Click the "**Missing PHA Assignment**" button to review assignments of PHAs to user roles. The pop-up window displays the user's Portal roles and associated PHAs. 3. Contact your WASS security coordinator if you need to update your user role and/or PHA assignment(s).

			(
	Actions	~	
PHA Name	Portal Role Assigned	Role Description	PHA Cod
LAKELAND	OPD	Executive Director Role	AL004
LAKELAND	OPD	Executive Director Role	CA002
			-
-		Exe	
BIRMINGHAM	OPD	Executive Director Role	PA003
			1 - 50
BIRMINGHAM	UPU	Executive Director Kole	1
al role(s) act your l	without PHA assignmo PHA's WASS coordinat	ent. <u>For any questio</u> cor.	<u>ns, pleas</u>
t <mark>al role</mark> (s) tact your l	without PHA assignm PHA's WASS coordinat	ent. <u>For any questio</u> .or.	<u>ns, please</u>

The PHA assignment pop-up window is divided into two (2) areas:

Area 1: Displays Portal role(s) assigned to the user that have associated PHA(s).

Area 2: Displays Portal role(s) assigned to the user that do not have associated PHA(s).

The user should contact the PHA's WASS security coordinator to assign a PHA.

Note: Changes to the user's roles and assignments may take up to two (2) business days. Until then, the user will not be able to access the portal.

News and Messages

The portal provides users with the current News and Messages related to the Portal and OpFund Grant processing. The News and Messages feed can be found on the home page:



Communication Module

The portal provides a communication module that allows users to view historical listserv and email communications containing PIH guidance and instructions. This includes viewing the type of correspondence, date of correspondence, as well as the subject, and the content. The user can sort through different reports ranging from previous years' reports to sub-reports within the current calendar year.

To open this module, select the "**Portal User Communication**" button in the upper right corner of the portal home page.



The "View/Download Portal User Communications" page displays the following:

PHA Rep	PHA Reports & Submissions \ View/Download Portal User Communications									
Q~	Q ~ Go 1. Primary Report ~ Actions ~									
View Details	сү	Communication Date	Communication							
R	2022	07/11/22 06:27AM	Email	PHA	FFY 2022 OpFund Shortfall Funding Application/Appeal due TOMORROW (07/12/2022)	** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Public Housing Authority: PHAs eligible for Operating Fund Shortfall funding for F				
R	2022	04/19/22 08:10AM	Email	PHA	Test Add New Communication	Test Add New Communication Paragraph One Test Add New Communication Paragraph Two Test Add New Communication Paragraph Three Test Add New Communication Paragraph Four				
R	10/07/21 04/25PM Email PHA SF-424 for CY 2022 OpFund Grants due 11/5/2021 *** This is an unmonitored mailbox. Please do not reply. Contact your local Field Office with any questions ** Dear Executive Directors: PHAs must submit their SF-424 and, if necessary, the forms									

There are actions the user can make within this module to suit their needs.

Q~	Go 1. Primary Report V				Primary Report 🗸 🗸 🗸	Actions ~	•
View Details	сү	Communication Date	Туре	Scope	Communication Subj	, 🎹 Select Columns	Communication
Ø	2022	07/11/22 06:27AM	Email	РНА	FFY 2022 OpFund Shortfall Fundi Application/Appeal due TOMOR (07/12/2022)	Filter	monitored mailbox. Please do not reply. Contact your local Field Office with ** Public Housing Authority: PHAs eligible for Operating Fund Shortfall
Ø	2022	04/19/22 08:10AM	Email	РНА	Test Add New Communication		Communication Paragraph One Test Add New Communication Paragraph T Communication Paragraph Three Test Add New Communication Paragraph
Ø	2022	10/07/21 04:25PM	Email	РНА	SF-424 for CY 2022 OpFund Grar 11/5/2021	Save Report	monitored mailbox. Please do not reply. Contact your local Field Office with ** Dear Executive Directors: PHAs must submit their SF-424 and, if necessar
Ø	2021	03/08/21 10:20AM	Email	PHA	Test 6 months	 Reset Help 	Click to download all
Ø	2021	09/08/20 10:21AM	Email	РНА	Test 12 months	⊥ Download	communications

Click the "Actions" drop-down menu to perform the following:

- Filter the full list of portal user communications by Column and Expression.
- Download the full list of portal user communications.
- Aggregate, group, and display the data in the chart format.

This module may help users to search, filter, sort and quickly locate correspondences from a PHA with a specific piece of information (e.g., correspondence regarding SR-FRB for a specific PHA).

PHA Repo	orts & Si	ubmissions \ View/	'Downlo	Click here for				
Q ~ Go 4. In last 12 Months ~ Actions ~ Actions								
•	7	Communication Date is	in the last	: 12 month	ı₅ 🚽 Denotes Filter			
View Details	СҮ	Communication Date	Туре	Scope	Communication Subject	Communio	cation	
Ø	2022	07/11/22 06:27AM	Email	РНА	FFY 2022 OpFund Shortfall Funding Application/Appeal due TOMORROW (07/12/2022)	** This is an unmonitored mailbox. Please do not reply. ** Public Housing Authority: PHAs eligible for Operating	Contact you Fund Short	

Users can view details from each correspondence and content from the email or download the email and file attachments, as necessary.

nmunication									
tice PIH 2021-14. PHAs	that implement waivers and alternative requirements may submit fo	orms HUD-50058 or HUD-500	58 MTW no later th	an 90 calendar days	from the e	ffective da			
As that implement waive	rs and alternative requirements								
As that implement union	and alternative annuinements annuintent with Nation BTH 2021 1	4 may submit actions and	anded on lines la	and the in the form					
As that implement waive	rs and alternative requirements consistent with Notice PIH 2021-1	14 may submit actions rec	for transactions	and 2D in the torm	HUD-50058 OF	r HUD-50058 ternative			
later than 90 calendar days from the effective date. PHAs may only submit 90 calendar days from the effective date for transactions impacted by the waivers and alternative									
ter than 90 calendar da Wirements Such instan	ces may be waivers and alternative requirements related to reevan	minations and inspections	Although RTH pro	vides PHAs that imm	lement waive	and alt			
ter than 90 calendar da quirements. Such instan wirements up to 90 day	ces may be waivers and alternative requirements related to reexam	minations and inspections	. Although PIH pro	vides PHAs that imp	lement waive	ers and alt			
quirements. Such instan quirements up to 90 day	ces may be waivers and alternative requirements related to reexam s to submit their forms, PIH encourages PHAs that have the operat	minations and inspections tional capacity to do so	. Although PIH pro to continue submit	vides PHAs that imp ting HUD-50058 form	lement waive s within the	ers and alt e normal 60			
quirements. Such instan quirements up to 90 day 7 of 4000	ces may be waivers and alternative requirements related to reexam s to submit their forms, PIH encourages PHAs that have the operat	minations and inspections tional capacity to do so	. Although PIH pro to continue submit	vides PHAs that imp ting HUD-50058 form	olement waive NS within the	ers and alt e normal 60			
quirements. Such instan quirements up to 90 day 7 of 4000 Cli	ces may be waivers and alternative requirements related to reexam s to submit their forms, PIH encourages PHAs that have the operat ick here to view & download the message	minations and inspections tional capacity to do so	. Although PIH pro to continue submit	vides PHAs that imp ting HUD-50058 form	lement waive s within the	ers and alt e normal 60			
ter than 90 calendar of quirements. Such instar quirements up to 90 day 7 of 4000	ces may be waivers and alternative requirements related to reexam s to submit their forms, PIH encourages PHAs that have the operat ick here to view & download the message File Name	minations and inspections tional capacity to do so File Description	. Although PIH pro to continue submit Last Update User	vides PHAs that imp ting HUD-50058 form Last Update	lement waive s within the Attach Id	ers and alt normal 60 File Id			
ver than 90 Calendar da quirements. Such instarr quirements up to 90 day 76/4000 Cli Ownload 2nd Reminder	ces may be waivers and alternative requirements related to reexant s to submit their forms, PIH encourages PHAs that have the operat ick here to view & download the message File Name for timely HUD-50058 and HUD-50058 MTW submissions_20210827_PHA.pdf	ninations and inspections tional capacity to do so File Description Email PDF File format	. Although PIH pro to continue submit Last Update User LIANG ZHOU	vides PHAs that imp ting HUD-50058 form Last Update 09/14/21 04:16PM	Attach Id	File Id 35090			

Session Time-Out

Due to HUD-issued security requirements, the portal terminates the user's session after sixty (60) minutes. The system displays the following warning message five (5) minutes before the end of the session:



Click the "**OK**" button and use the remaining five (5) minutes to save any updates to forms. Once the session is terminated, the portal displays the following warning message:



Click the "Sign In Again" button to return to the Secure Systems log-in page or click the "Cancel" button to close the pop-up window.

System Maintenance and Software Updates

Users may be locked out of the portal during system maintenance and software updates. Users are notified when the system is offline with a warning message displayed on the home page as shown below.

			🕞 Us	er Profile Training 💿	WASS Coordinator Trai	ning 🕒 New Win	dow 🕒 Return to :	Secure Systems (i) About
Update Profile & Update; please c	g Portal is of heck systen	f line for 1 messa	r system mai ges on home	ntenance/softw page for syste		Roles signed & Con	Portal User	User Profile Guide 🖽
	Major Activiti	today	me FIRST - MC	UAST - pic Warning mes the portal is	Connection ssage that s offline	Status: 🗎 🖷		month list
	Sun		Mon	Tue	Wed	Thu	Fri	Sat
		28	29	30	31	1		2 3

The portal will be available once the system maintenance or software updates are completed.

Navigation Shortcuts and Tips

The image below provides basic top navigation shortcuts located near the top of the portal.

Click the HU return to the h	D logo to Clic	k to review available training videos		Click to return to t Systems hom	he Secure e page
₩ Ver14.5.5 S35_4_1.8 Click the hamburger icon to expand or collapse the	Create POC/Formula FOR Reports & Submissions \ Form 52723/52 Selec Click the breadcrumb return to the previous I	rennew []: PHA User Guide []: PO User Guide 722 Submission Review to PHUD 52723/52722 Summary	RMD User Guide Remote SZ723 Instructions Control Click to download the module's user guide	Form 52722 Instructions Preve Window Prevent	to Secure Systems ① About ?
navigation menu	Select a cr. coco · · · · · · · · · · · · · · · · ·	190 III	Select FO Code:	E Select PHA Code :	\$ =
Data Warehouse Reports					

Users can click on the HUD logo to return to the portal's home page or click the "**Return to Secure Systems**" shortcut to return to Secure Systems. The portal provides breadcrumbs which are hyperlinks, indicating user's location on the website and helping to navigate the user to the previous web page. The shortcut "**New Window**" opens the current page in a new web browser window. Clicking the "**PHA User Guide**" button downloads this user guide.

Below is the list of icons the user may encounter while using the portal. These icons provide users with additional functions that include downloading, filtering the reports and tables, and reviewing the definitions of data elements.







Click this icon to minimize the tables

Click this icon to read the definition of the data element

Click this icon before the search bar to select a column heading to filter tables

Click this button to reveal additional features to manipulate reports and tables, such as download the report or filter the data

Click this button to view and download the portal PHA user guide

Click this button to open the module's training video (videos include options to select subtitles/closed captions and auto-translate to over fifty languages including Spanish)

Navigate the Public Housing Waiting List Module

Follow these steps from any page in the Public Housing Portal to find the Public Housing Waiting List module.



1. Click "PHA Reports & Submissions" in the left side navigation menu.

PHA Reports & Submissions											
PHA Cont 2 P	HA Submissions ♀ Form 52723/52722 Submission ♀ PHA Report	ts ∨ Pre-Pop Data Repo	rts 🗸 52723/52722 Tool Download 🗸 Shortfall Submissions 🗸								
	Form SF-424 (Application for Federal Assistance) & related forms	Code :	×								
	Form SF-425 - Federal Financial Report	_									
First 10 AN	Support for Payment Voucher	×	First 10 AMPs for the PHAs Eligible U								
	PHA Form 52723/52722 submission		Total E								
3	Public Housing Waiting List										

- 2. Click the "PHA Submissions" drop-down menu.
- 3. Select "Public Housing Waiting List" from the drop-down menu.

Agency-Wide and Site-Based Waiting Lists

Annually, PHAs must report the total number of families on the waiting lists for admission to the public housing (PH) projects or units of the agency. While the term "waiting list" is often used in the singular, there are often multiple sub-lists based on unit size and type. Depending on the size of the PHA, this waiting list may consist of a community-wide or agency-wide waiting list, one or more site-based waiting lists, or some combination of these two.

- Agency-wide waiting list includes qualified applicants in the order in which housing offers will be made to any of the PHA's PH units.
- Site-based waiting lists include qualified applicants in the order in which housing offers will be made that request PH units in a specific project.

For the purposes of this module, PHAs must count a single family only once. Families that are on both an agency-wide and one or more site-based waiting lists can only be reported once in the PHA's waiting list submission. Do not report the same family on each independent waiting list.

Create the Waiting List Submission

Follow these steps to create an agency-wide, site-based, or both waiting list submission.

PHA Reports & Submissions \ Public Housing Waiting Lis	st	
		3 Create
Please Select Calendar Year: 2022 V	Select PHA Code :	~ 2

1. **Please Select Calendar Year:** Select the calendar year for the reporting period of the PHA's submission. Please note that the waiting list count is a point in time number on December 31st of the calendar year.

- 2. Select PHA Code: Select the PHA code and PHA name.
- 3. Click the "Create" button.

Agency-Wide Waiting List Only

Complete these steps if the PHA only maintains an agency-wide waiting list.

Return PHA Selection					5 Create
Calendar Year 2022	PHA Code/Name	XX001 - Public Housing Authority Name	ID	Version 1	Status
Public Housing Agency Wide Waiting List	Yes v 1	Public Housing Agency Wide Waiting List Open (Yes/No)	2 Public Housing Agency Wide Waiting List Count	50 3 P	ublic Housing Site Based Waiting No 4

- 1. **Public Housing Agency Wide Waiting List**: Select "Yes" if the PHA keeps a waiting list that covers the entire PHA. Select "No" if the PHA only keeps site-based waiting lists and follow the steps in **Site-Based Waiting List Only** below.
- 2. **Public Housing Agency Wide Waiting List Open (Yes/No)**: Select "Yes" if the agency-wide waiting list is open. Select "No" if the waiting list is closed.
- 3. **Public Housing Agency Wide Waiting List Count**: Enter the number of families on the agency-wide waiting list.
- 4. **Public Housing Site Based Waiting List**: Select "No" if the PHA does not keep site-based waiting lists. Select "Yes" if the PHA keeps site-based waiting lists and complete the steps 4 and 5 in **Agency-Wide and Site-Based Waiting Lists** below.
- 5. Click the "Create" button.

Site-Based Waiting List Only

Complete these steps and the steps in <u>Add Site-Based Waiting Lists</u> if the PHA maintains sitebased waiting lists only.

Return PHA Selection						3 Create
Calendar Year 2022	PHA Code/Name	XX001 - Public Housing Authority	Name	ID	Version 1	Status
Public Housing Agency Wide Waiting List	No ~ 1	Public Housing Site Based Waiting List	Yes 2			

- 1. **Public Housing Agency Wide Waiting List**: Select "No" if the PHA only keeps site-based waiting lists.
- 2. **Public Housing Site Based Waiting List**: Select "Yes" if the PHA only keeps site-based waiting lists.
- 3. Click the "Create" button and follow the steps in Add Site Based Waiting Lists below.

Agency-Wide and Site-Based Waiting Lists

Complete these steps and the steps in **Add Site-Based Waiting Lists** if the PHA maintains both agency-wide waiting list and site-based waiting lists.

Return PHA Selection					(5 Create
Calendar Year 2022	PHA Code/Name	XX001 - Public Housing Authority Name	ID	Version	1 Status	
Public Housing Agency Wide Waiting List	Yes v 1	Public Housing Agency Wide Yes V 2 Waiting List Open (Yes/No)	Public Housing Agency Wide Waiting List Count	50 3	Public Housing Site Based Waiting List	Yes 4

- 1. **Public Housing Agency Wide Waiting List**: Select "Yes" if the PHA keeps a waiting list that covers the entire PHA.
- 2. **Public Housing Agency Wide Waiting List Open (Yes/No):** Select "Yes" if the agency-wide waiting list is open. Select "No" if the waiting list is closed.
- 3. **Public Housing Agency Wide Waiting List Count**: Enter the number of families on the agency-wide waiting list.
- 4. Public Housing Site Based Waiting List: Select "Yes."
- 5. Click the "Create" button and follow the steps in Add Site-Based Waiting Lists below.

Add Site-Based Waiting Lists

If the PHA selected "Yes" for Public Housing Site Based Waiting List, then the PHA must report waiting list counts for each site containing PH projects or units of the agency.

Return PHA Selection					Delete	Refresh ED Info	Apply Changes	Sign and Submit	Status Log
Calendar Year 2022	PHA Code/Name	XX001 - Public Housing Autho	rity Name	ID	9	Vers	ion 1	Status	Created
Public Housing Agency Wide Waiting List	No 🗸	Public Housing Site Based Waitin L	ng Yes ∨ ist						
Q~		Go Actions ∨						1 Add Site Based	Waiting List

1. Click the "Add Site Based Waiting List" button.

Public Housing S	Public Housing Site Based Waiting List Add/Edit									
Site Based Wait	ing List									
ID		Development Number	xx001000001 2							
Site Based Waiting List Open (Yes/No)	Yes 3	Site Based Waiting List Count	10 4							
Create User		Create Date								
Last Update User		Last Update Date								
Cancel			5 Create and Close							

- 2. **Development Number**: Select the development code.
- 3. Site Based Waiting List Open (Yes/No): Select "Yes" if the site's waiting list is open. Select "No" if the waiting list is closed.
- 4. **Site Based Waiting List Count**: Enter the number of families on the site-based waiting list. Do not include families counted on another site's waiting list or in the agency-wide waiting list.
- 5. Click the "Create and Close" button to create the entry.

Repeat steps 1 through 5 to add waiting lists for additional sites.

Edit a Site-Based Waiting List Entry

PHAs may update site-based waiting list entries.

Qv	6			Go Actions V					Add Site Based	Waiting List
10	,	Click the pencil i to edit an entr	icon ry	Based Waiting List Open (Yes/No)	Site Based Waitlig List Count	Create User	Create Date	Last Update User	Last Update Date	Delete Lnk
	4 3	XX001000001	Yes		10	Jane Doe	04/06/22 02:02PM	Jane Doe	04/06/22 02:02PM	Ŵ
1	5,	XX001000002	Yes		4	Jane Doe	04/06/22 02:03PM	Jane Doe	04/06/22 02:03PM	Ŵ
										1 - 2

Click the pencil icon (\checkmark) of the site-based waiting list entry to open a pop-up window to review and edit entry. Edit the Site Based Waiting List Open (Yes/No), Site Based Waiting List Count, or both fields if required.

Pub	Public Housing Site Based Waiting List Add/Edit									
Si	ite Based Wait	ting List		ר						
	ID	36	Edit these fields if required	Development Number	XX001000001					
V	Site Based Vaiting List Open (Yes/No)	Yes ∨	Ŷ	Site Based Waiting List Count	10					
	Create User	Jane Doe		Create Date	04/11/2022 07:41AM					
	Last Update User	Jane Doe		Last Update Dat	Click when finished					
	Cancel				Delete Update & Close					

Click the "Update & Close" button to save changes and close the pop-up window. Users may also delete the entry from the same pop-up window.

Public Housing S	ite Based V	Vaiting List Add/Edit							
Site Based Waiting List									
ID	36	Development Number	XX001000001						
Site Based Waiting List Open (Yes/No)	Yes ∨	Site Based Waiting List Count	10						
Create User	Jane Doe	Create Date	04/11/2022 07:41AM						
Last Update User	Jane Doe	Last Update Date	04/11/2022 07:41AM						
Cancel			1 Delete Update & Close						

1. Click the "Delete" button and follow steps 2 and 3 in the section **Delete a Site-Based Waiting List Entry** below.

Delete a Site-Based Waiting List Entry

PHAs may delete a site-based waiting list entry if the entry was made in error. However, PHAs that keep a site-based waiting list must create at least one site-based waiting list entry or you receive an error when submitting your information.

Q	Q ~ Go Actions ~ Add Site Based Waiting List									
	ID	Development Number	Site Based Waiting List Open (Yes/No)	Site Based Waitlig List Count	Create User	Create Date	Last Update User	Last Update Date	Delete Lnk	
/	34	XX001000001	Yes	10	Jane Doe	04/06/22 02:02PM	Jane Doe	04/06/22 02:02PM	1	
/	35	XX001000002	Yes	4	Jane Doe	04/06/22 02:03PM	Jane Doe	04/06/22 02:03PM	Ŵ	
									1 - 2	

1. Click the trash can icon (🔟) to delete the site-based entry.



2. Click the "OK" button.

hudappsuat.hud.gov says	
Site based waiting list with ID 37 is deleted!	
	Зок

3. Click "OK" again.

The entry is deleted.

Update the Waiting List Submission

PHAs may update their wait list submission to revise agency-wide waiting list fields or change whether the PHA maintains site-based waiting lists.

< R	eturn l	PHA Selection			Click "Apply	Change"	th ED Info	ly Changes Si	gn and Submit	Status Log
Cal	endar Year	2022	PHA XX001 - Public Housing Autornty Name Version 1					Status	Created	
Public	Housing	g Agency Wide Waiting List	Yes ∨	Public Housing Agency V Waiting List Open (Yes,	Wide Yes ∨ Po /No)	ublic Housing Ager Waiting Li	ncy Wide 50 ist Count	Public	Housing Site Based Waiting List	Yes ∨
Q	~			Update fields as	ls ∽				Add Site Based W	aiting List
	ID	Developme Number	ent on	e based waiting List Open (Yes/No)	Site Based Waitlig List Count	Create User	Create Date	Last Update User	Last Update Date	Delete Lnk
1	36	XX00100000	1 Yes		12	Jane Doe	04/11/22 07:41AM	Jane Doe	04/11/22 07:41AM	Ŵ

Make any updates and click "Apply Changes" to save the updates.

Refresh Executive Director (ED) Information

Only the Authorized Representative can submit the waiting list information to HUD. The contact information for the Authorized Representative is prepopulated with the ED's contact information contained in IMS/PIC. Update IMS/PIC to correct the ED's contact information. (Consult the IMS/PIC Job Aid for guidance:

<u>https://www.hud.gov/sites/dfiles/PIH/documents/HA_Contacts_Instructions.pdf</u>.) It takes one business day for changes in IMS/PIC to carry over to the portal.

Return PHA Selection	Delete Refresh ED Info Apply Changes Sign and Submit Status Log
Authorized Representative	Click to update the Executive Director with
Name of Authorized Official Jane Doe 📀	Title Executive Director ②
Signature Text	Date Signed
Signature of Authorized Representative	

Click the "Refresh ED Info" button to update the form with the latest ED's contact information contained in IMS/PIC.

Sign and Submit the Waiting List Submission

Once the waiting list submission is complete, only the ED can electronically sign and submit the form.

			Delete	Refresh ED Info	Apply Cha	1	Sign and Submit	tatus Log
Calendar 2022 Year C	PHA Code/Name	XX001 - Public Housing Authority Name	I	0 10	Version	1	Status	Created

1. Click the "Sign and Submit" button.



- 2. Signature Text: The ED must type their name. Please read the certification that the ED is agreeing to before moving onto the next step.
- 3. Click the "Sign Document" button.

hudappsuat.hud.gov says
I agree to the certifications and by clicking OK, I am electronically signing this document.
4 OK Cancel

4. By clicking "OK," the ED is agreeing to the certifications and electronically signing the submission.



5. Click the "OK" button.

Delete the Waiting List Submission

PHAs may delete the entire waiting list submission before submitting to HUD. Follow the steps below to delete. However, PHAs are required to submit waiting list information to HUD annually.

Return PHA Selection				1 Delete Refres	h ED Info	Apply Changes Sign and Submit	Status Log
Public Housing Agency Wide Waiting List	Yes ∨	Public Housing Agency Wide Waiting List Open (Yes/No)	Yes ∨	Public Housing Agency Wide Waiting List Count	50	Public Housing Site Based Waiting List	No 🗸

1. Click the "Delete" button.



2. Click the "OK" button.

The portal displays the following message:



PHAs are still required to submit their waiting list information to HUD annually.

Common Errors

The portal requires PHA to complete most fields before they can create or sign and submit their public housing waiting list submission.

Missing Public Housing Agency Wide Waiting List and Public Housing Site Based Waiting List responses.

٠					×	em 🧃 About ?
Return PHA Selection				Correct errors before saving.		Create
Calendar 2022 Year	PHA Code/Name	XX001 - Public Housing Aut	hority Name		ок	
Public Housing Agency Wide Waiting List	Please select an item in the list.	Public Housing Site Based Waiting List	Please select an item in the list.			

PHA must respond "Yes" or "No" to these fields.

Missing Public Housing Agency Wide Waiting List Open (Yes/No) and Public Housing Agency Wide Waiting List Count if the agency-wide waiting list is selected.

Return PHA Selection Calendar Year 2022	PHA Code/Name	XX001 - Public Housing Authority	Name	D		2 errors have o • Please select Open (Yes/No • Please enter F Count.	ccurred Public Housing Agency Wide V)). Public Housing Agency Wide V	Xaiting List
Public Housing Agency Wide Waiting List	Yes ∨	Public Housing Agency Wide Waiting List Open (Yes/No)	Please select Public Housing Agency Wide Waiting List Open (Yes/No).	Public Housing Ag Waiting	ency Wide List Count	Please enter Public Housing Agency Wide Waiting List Count.	Public Housing Site Based Waiting List	Yes ∨

If the PHA keeps an agency-wide waiting list, they must indicate if the waiting list is open and how many families are on the waiting list.

Missing site-based waiting list entries.

Return PHA Selection	Delet
CaleNair Fail 2022 Code/Name Code/Name Public Housing Agency Wide Yes Waiting List Yes Waiting List Open (Yes/No)	Public Housing Agency Wide Waiting List Count 10 Public Housing Site Based Waiting List Count 10 Please input some site based waiting List beause you select "%s" as Public Housing Site Based Waiting List
Q ~ Go Actions ~	Add Site Based Waiting List

If the PHA keeps site-based waiting lists, the PHA must create at least one site-based waiting list entry.

Questions

Do you have comments, questions, or need help finding information in the portal? We are here to help!

- Do you have questions about PH waiting lists or HUD reporting requirements? Contact your local FO.
- For questions or technical issues regarding your access to the Portal, contact the Real Estate Assessment Center – Technical Assistance Center (REAC-TAC) by calling 1-888-245-4860 Option #4 or by sending an email to <u>REAC_TAC@hud.gov</u>.