

# **KATRINA DISASTER HOUSING ASSISTANCE PROGRAM (KDHAP) APPLICATION**

## **USER GUIDE**

**U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT**

October, 2005

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## Revision Sheet

Release No.	Date	Revision Description
.1	9/30/2005	Initial draft
.2	10/7/2005	Revision
.3	10/12/2005	Revision

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# KDHAP APPLICATION USER MANUAL

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# **1 READ BEFORE USING THE SYSTEM**

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## 1.1 Overview

This document is designed to assist users with the use of the Katrina Disaster Housing Assistance Program (KDHAP) Application. The purpose of KDHAP is to support a joint temporary housing assistance program between of the U.S. Department of Housing and Urban Development (HUD) and the Federal Emergency Management Agency (FEMA). KDHAP is designed to streamline the processing of families who lost housing as a result of the Katrina hurricane disaster and were assisted by HUD rental assistance programs. In addition the program will also provide similar assistance to families who were homeless prior to the disaster. The application provides verification of family eligibility and allows data entry for their new or temporary housing assistance details.

## 1.2 Who Should Use This Manual

There are broad categories of users of the system:

- a. Housing Authorities (HAs) – specifically personnel who already work with Section 8 housing
- b. HUD Users and HUD relocation assistance contractors
- c. Guest (Usually non-HUD, non-HA contract staff, including FEMA staff and FEMA travel assistance contractors)

When using the system, these different users will be able to perform actions based on their assigned roles in the system. Access rights for each user type are described in the table below.

Actions	HA User	HUD User	Guest User
1. Search for a family	Yes	Yes	Yes
2. Update family information	Submit-modify <sup>1</sup>	Submit-modify <sup>*</sup>	Submit-modify
3. Assign family to a PHA	Submit-modify	Submit-modify	Submit-modify
4. Record a family's lease	Submit-modify	Submit-modify	(no access)
5. Non-KDHAP available inventory	Submit-modify	Submit-modify	Read only
6. View KDHAP Reports	Read only	Read only	Read only

Table 1. – User Access Rights

## 1.3 What You Need To Use the System

- a. An understanding of Katrina Disaster Housing Assistance Program Interim Operating Requirements
- b. A User ID in the PIC-IMS (PICTEST) system
- c. Access to be granted to the KDHAP Application (See Appendix A)

## 1.4 Who Can Be Processed By the System?

Families are eligible to receive assistance through this program if, they fit into the following criteria immediately prior to Hurricane Katrina. The criterion is as follows:

- a. Families receiving HUD housing assistance
- b. Families were homeless

Additionally, under the KDHAP program, families who will receive benefits must have:

- a. Already been processed by FEMA and have a FEMA ID

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<sup>1</sup> HA and HUD Users can modify lease information, where as Guest users do not have access to the “Lease information” part of the form.

- 
- b. Prior housing is unavailable as certified by FEMA.
  - c. Families are with or have available to them, information that identifies their head-of-household

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## **2 USING THE KDHAP SYSTEM**

## STEP 1a + b. - LOGON

### Step 1a.

- 1) Open a browser window (Internet Explorer) and go to the following URL:  
<https://pictest.hud.gov/>  
(Be sure to include the 's' at the end of 'https')
- 2) If you receive a security window as illustrated in Figure 1a, you must click 'Yes' to proceed into the system. This is normal and for security purposes.
- 3) If you do not receive this window, proceed to Step 1b.



Figure 1a. You may see this box - Click 'Yes'

### Step 1b.

- 1) Type in your User ID and Password and click on 'Logon to PIC'.

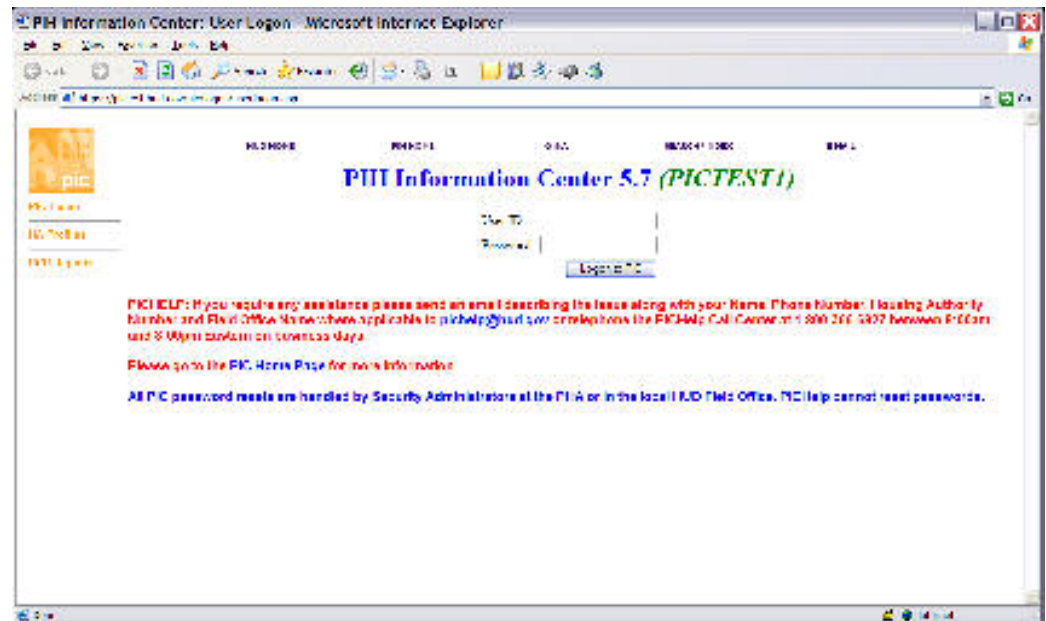


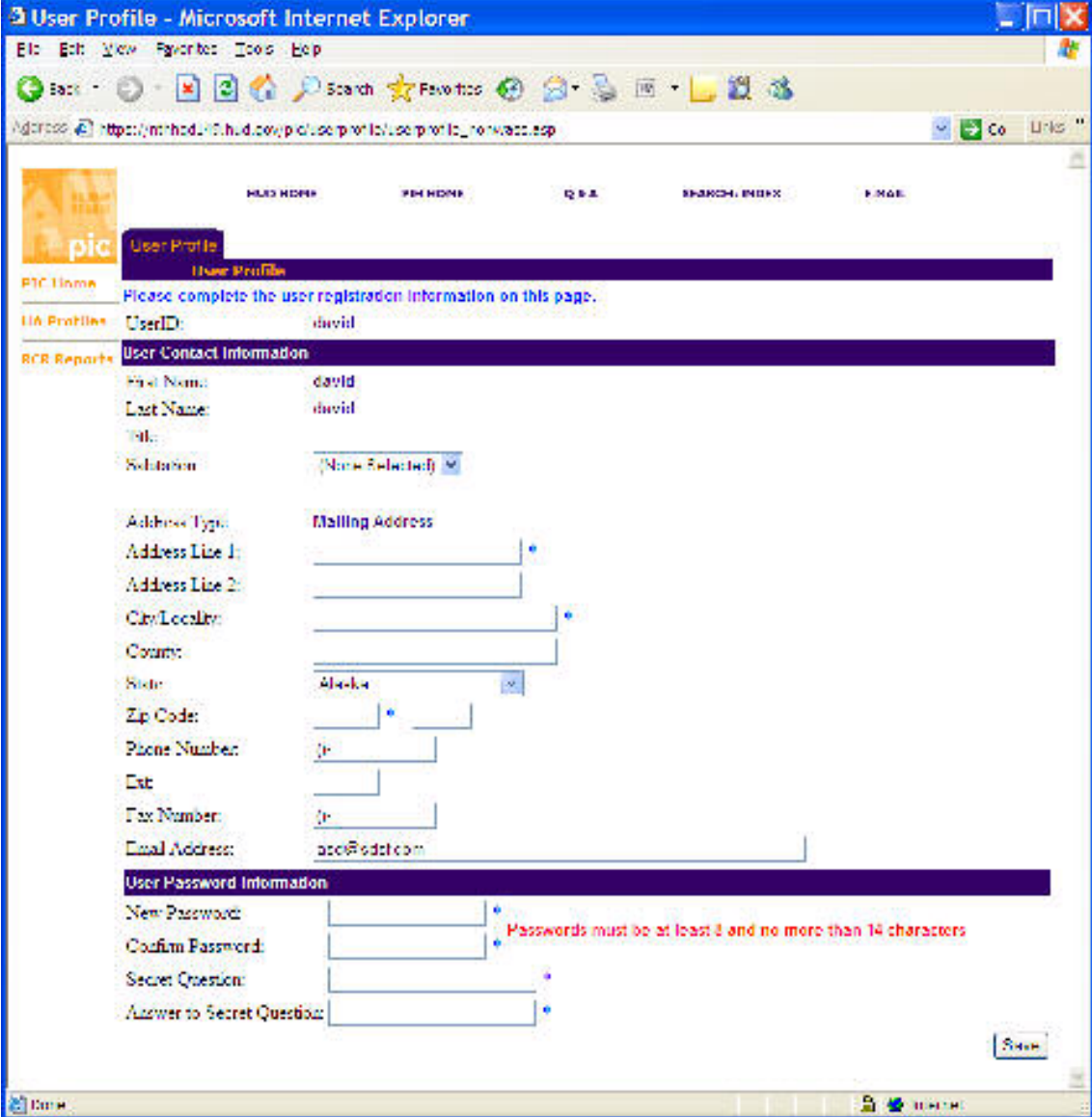
Figure 1b. – User Logon



## STEP 1c. – NEW USERS (FEMA) ONLY – UPDATE USER PROFILE

The first time a new user logs onto the KDHAP/PIC-IMS system, they are brought to the User Profile screen. Here they will have to update their account information as described in Figure 1c. as well as in the text below.

- 1) Update all contact information including name and other required fields
- 2) For the password, please be sure to type in a minimum of eight (8) characters, including numbers, symbols, and characters.
- 3) When you are finished updating the information, click on the save button at the bottom right of the screen.
- 4) Proceed to Step 2 below.



The screenshot shows a web browser window titled "User Profile - Microsoft Internet Explorer". The address bar shows the URL: [https://mhhd.hud.gov/pic/userprofile/userprofile\\_new.asp](https://mhhd.hud.gov/pic/userprofile/userprofile_new.asp). The page content includes a navigation menu with links for "HOME", "PIC HOME", "FEMA HOME", "FAQ", "SEARCH INDEX", and "PAGE". Below the navigation menu, there is a "PIC Home" section with a "User Profile" link. A message states: "Please complete the user registration information on this page." The "User Profile" section shows the "UserID" as "david". The "User Contact Information" section includes fields for "First Name" (david), "Last Name" (david), "Title", "Selection" (None Selected), "Address Type" (Mailing Address), "Address Line 1", "Address Line 2", "City/Location", "County", "State" (Alaska), "Zip Code", "Phone Number" (with area code and number fields), "Ext", "Fax Number" (with area code and number fields), and "Email Address" (aace@odt.com). The "User Password Information" section includes fields for "New Password", "Confirm Password", "Secret Question", and "Answer to Secret Question". A red error message states: "Passwords must be at least 8 and no more than 14 characters". A "Save" button is located at the bottom right of the form.

Figure 1c. – Updating the User Profile for New Users

## STEP 2. – NAVIGATE TO KDHAP APPLICATION

- 1) Once logged in, you should see a screen similar to Figure 2 on the right. (note: depending on your access rights, you may have fewer or more options on the menu on the left)
- 2) On the left menu bar as in Figure 2, click on “PIH Information”. From the appearing submenu, select the fifth item titled, “KDHAP”.

PIH Information Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS

Address <https://pictest.hud.gov/PIC/common/picmainnavigation.asp>

**public and indian housing information center**  
Release 5.7 (PICTEST1)

**PIH Information**

- Event Tracking System
- SEMAP
- Risk Assessment
- Drug Elimination Reporting
- KDHAP**

Includes the following submodules:  
Event Tracking System  
Risk Assessment  
Drug Elimination Reporting

**PIC HEADLINES**

- User Acceptance Testing for 7.7.0.0 - 7/10/2005**  
PICTEST engaged for UAT for release 7.7.0.0 July 11-22 [\[full text\]](#)
- Testing Completed for 5.6.2 - 6/9/2005**  
Testing headlines [\[full text\]](#)
- User Testing for Release 5.6.2 - 6/3/2005**  
UAT on Friday, June 3. [\[full text\]](#)

[Browse](#) all PIC Headlines.

**PICHELP Information**

If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to [pichelp@hud.gov](mailto:pichelp@hud.gov) or telephone the PICHelp Call Center at 1-800-366-6827 between 8:00am and 8:00pm (EST) on all business days.  
Please go to the [PIC Home Page](#) for more information.

LOGOFF HUD HOME PIH HOME Q & A SEARCH / INDEX E-MAIL

javascript:SubmitToNavigate('02','07');

Figure 2. – Select PIH Information, KDHAP

### STEP 3. – PRIVACY ACT WARNING AND ACCEPTANCE

- 1) Clicking on the “KDHP” menu item will bring you to the “Privacy Act (See Figure 3) Statement and Compliance Notice.” Click “Agree” if you are in agreement with the terms.

**Note**

**You cannot access the KDHP system without agreeing to this Notice.**

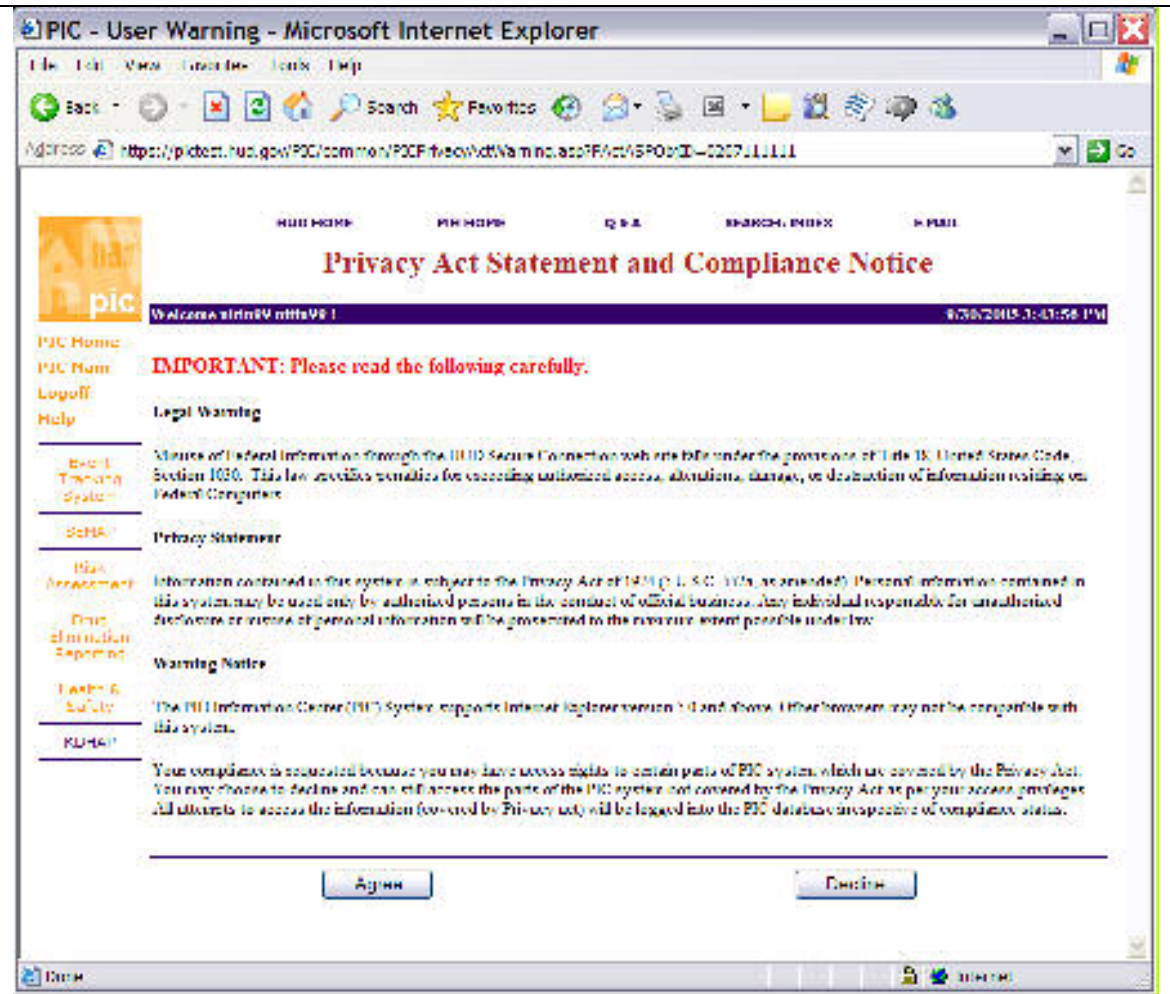


Figure 3. – Read before accepting

## STEP 4a. – FINDING A RECORD BY HEAD OF HOUSEHOLD INFORMATION

After accepting the Privacy Act Notice, the Search for Household Assistance Details page opens as demonstrated in Figure 4.

- 1) Use this screen to retrieve records one of three ways:
  - a. **Social Security Number (SSN)**
  - b. **FEMA ID**
  - c. **Other Information** – Type in last name, first name (optional) and, at a minimum, one of the following characteristics: Sex, and/or date of birth to appear as such, (MM/DD/YYYY).

- 2) Click the corresponding **Search Button**.

### Notes

**Search** – When Searching by Information Last name and one of the following is required :

- First name
- Date of birth
- Sex

**System Access** – System security is role based, so some functions may not be available to you. For a detailed explanation, please see *Section 1. - “Who Should Use the System.”*

**Functionality** – When a family is found, KDHAP may be used to record information about that family including: Updated family information, assignment to a PHA, and recording a family’s lease (for HUD reimbursement).

Figure 4. – Search for Household Details

The screenshot shows a web browser window titled "FEMA - Katrina Hurricane - Housing Assistance - Microsoft Internet Explorer". The page content includes a navigation menu with "pic", "FEMA Katrina", "Requests", "Search Households", "Assistance Details", "Run KDHAP Inventory", and "Add Households". A yellow banner displays "Total 18 records found. Please scroll down to view the results." Below this are three search sections: "Search by SSN", "Search by FEMA ID", and "Search by Information". The "Search by Information" section has fields for Last Name (smith), First Name (john), Sex (M), and Date of Birth (08/01/1973). A "Search" button is present. Below the search sections, there is a link: "Click here to view/update details of households already assigned to PHA". At the bottom, a table shows search results:

#	SSN	FEMA-ID	First Name	Last Name	Date of Birth	Sex	Old Address	Assisting PHA
1	xxx-xx-4444	41141 051	JOHN	SMITH	08/01/1973	M	2200 NEWTON ST A., GAITHERSBURG, MD	13005
2	xxx-xx-1003		JOHNNE	SMITH	08/01/1973	F	307 Welch Street 307C, Canton MS 39046	



## STEP 4b-1. – SELECTING THE CORRECT HOUSEHOLD RECORD

- 1) Search results appear in a table at the bottom of the screen. (See Figure 5)
- 2) Review the list to find the correct record.
- 3) When you find the record, click on its SSN, which is the first field at the left of the table.
- 4) An asterisk next to an SSN number indicates that the Household is already assigned to a PHA (shown in last column) for assistance.
- 5) Click on the SSN number link to edit the assistance details.

### Notes

If a family cannot be found in the database, confirm the following:

- They have the correct head of household information – This is needed to access the household information
- They have been processed by FEMA, and not in the last 24 hours –When receiving information from FEMA into KDHAP there is one day delay.

The screenshot shows the FEMA Katrina Hurricane Housing Assistance web application. The page has a navigation bar with links for HOME, REPORTS, O & A, SEARCH INDEX, and CHNL. Below the navigation bar, there are tabs for Search Households, Assistance Details, and Non-KDHAP Inventory. The main content area features a search form with three sections: Search by SSN, Search by FEMA ID, and Search by Information. The Search by Information section includes fields for Last Name (required), First Name, Sex, and Date of Birth (required). Below the search form, there is a table with the following data:

#	SSN	FEMA-ID	First Name	Last Name	Date of Birth	Sex	Old Address	Assisting PHA
1	XXX-XX-XX		MARI			F	New Orleans LA 70117	
2	XXXXXXXX-XX		CARMEN			F	Mcm FL 33160	

Figure 5. – Click on the SSN for the record to view/edit

## STEP 4c-1. –VIEWING/EDITING FAMILY ASSISTANCE DETAILS

### Required Fields

- 1) The following fields **MUST** be updated before the record can be saved. (See Figure 8)
  - a. **Family Category**
    - i. PH - Displaced Public Housing Resident
    - ii. VO - Displaced Voucher Family
    - iii. OH - Displaced Other Federally Assisted Housing Family
    - iv. HL – Homeless
  - b. **New Program Type (required if a ‘Receiving PHA’ is selected)**
    - i. NV - KDHAP Voucher<sup>2</sup>
    - ii. PH - Public Housing
    - iii. PI - Voucher Port In
    - iv. VA - Voucher Absorbed
  - c. **Bedroom Size (Prior and Requested)**
  - d. **Family Members (if applicable)**
  - e. **Total Number of Family Members**
- 2) Rest of the fields are optional.
- 3) This form can accept details of up to 9 more family members. If a family has more members, simply select the total number. First name and Gender is required for each valid entry.

The screenshot shows a web-based form for editing family assistance details. The form is titled "FEMA/Hurricane Katrina Disaster - Housing Assistance" and is part of the "Assistance Details" section. It includes a sidebar with navigation options like "PIC Home", "PIC Home", "Logout", and "Help". The main form area contains several sections:

- Head of Household Information:** Includes fields for Name (PAMELA), FEMA ID (0000111111), and Initial PHA (Code and Name): 14074 Sabine Parish Housing Authority.
- Demographics:** Includes Sex (F), Date of Birth, FEMA Eligibility, and FEMA Payment Dates.
- Family Category:** A dropdown menu labeled "Select Family Category".
- Contact Information:** Fields for Contact Numbers (and comments) and AP.
- Address:** Fields for Former Address and Current Address.
- Receiving PHA Information:** Radio buttons for "Assign PHA now!" and "Assign PHA later!", a "Search For PHA" button, and a link to view contact information of housing authority.
- Receiving PHA Details:** Fields for Receiving PHA Fax Number, Receiving PHA Email, Receiving PHA Contact Number, and Receiving PHA Contact Name.
- Program Type and Bedroom Size:** A dropdown for "New Program Type" (set to "Select New Program Type"), a "Bedroom size" dropdown (set to "Prior"), and a "Requested" dropdown.
- Family Members Table:** A table with columns for #, First Name, MI, Last Name, SSN, Date of Birth, Sex, and Disb. Ind. The first row shows PAMELA with SSN XXXXX20 and gender F. The second row shows MI with SSN 00000000 and gender M. Rows 3-10 are empty.
- Total Number of Family Members:** A dropdown menu set to 2.

Figure 8 – Edit Family Assistance Details

<sup>2</sup> A FEMA ID is required to select “NV – KDHAP Voucher” as New Program Type.

## STEP 4c-2. –ASSIGNING PHA LATER / SEARCH FOR PHA

<p>1) You may opt to not assign a PHA at this time. To do so, leave the record in its default state as shown in <b>Figure 9</b>.</p>	Former Address: ,	
	Current Address:	
	Receiving PHA Information: <input type="radio"/> Assign PHA now! <input checked="" type="radio"/> <b>Assign PHA later!</b> <a href="#">Click here to Search PHA by Name</a>	
	<a href="#">Click here to view the contact information of housing Authorities</a>	
	Receiving PHA Fax Number: <input type="text"/>	Receiving PHA Email: <input type="text"/>
Receiving PHA Contact Number: <input type="text"/>	Receiving PHA Contact Name: <input type="text"/>	

**Figure 9. – Select Assign PHA Later to Save Record Without a PHA**

## STEP 4c-3. – ASSIGNING PHA / SEARCH FOR PHA

<p>1) 1) Select Assign PHA Now! to fill out all PHA information. (See Figure 10)</p> <p>2) To search for the PHA codes and organization details, click on the Link “Click here to Search PHA Information”</p>	Receiving PHA Information: <input checked="" type="radio"/> <b>Assign PHA now!</b> <input type="radio"/> Assign PHA later!	
	HQ Office: PO Field operations Hub: 6HLRK Little Rock Hub Field Office: 6FPH LITTLE ROCK HUB OFFICE Housing Authority: <b>AR131 Jonesboro</b> State: AR <b>Program Type: Combined</b>	<input type="button" value="Click here to Search for PHA Information"/>
<a href="#">Click here to view the contact information of housing Authorities</a>		

**Figure 10. – Select Assign PHA Now to Save Record with a PHA**

## STEP 4c-4. –SEARCHING FOR A PHA BY NAME

- 3) To search type in first few characters of PHA name and click search (See Figure 12.) (At least 3 characters are required for successful search.)

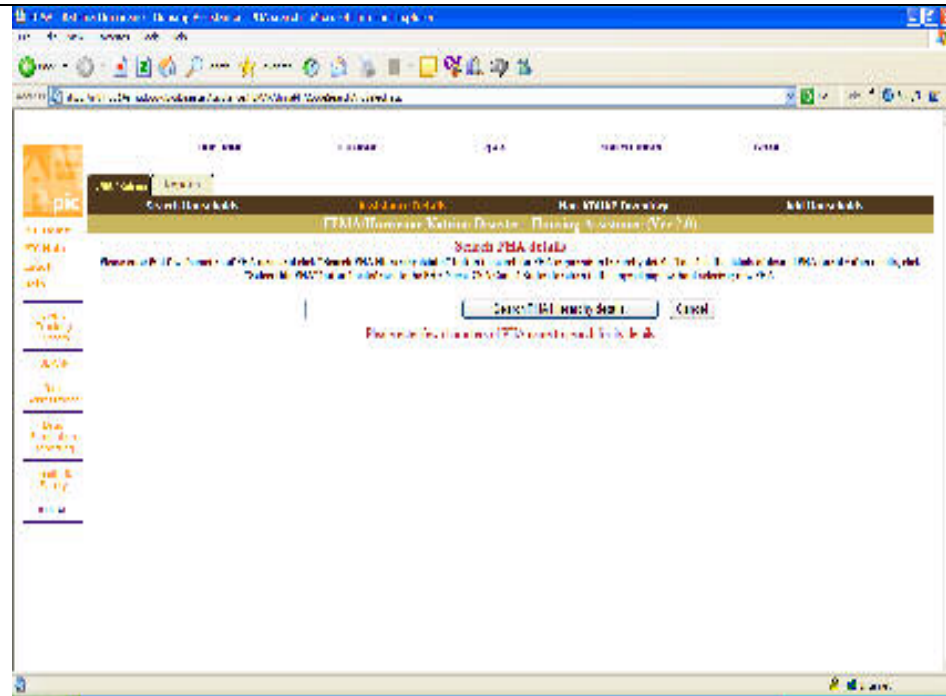


Figure 12. – Search for a PHA



- 4) Chose the appropriate match from the displayed list, and click “Select this PHA” button located next to it. (See Figure 13)

Once the “Select this PHA” button has been chosen, information is automatically populated in the main screen. (See Figure 14)

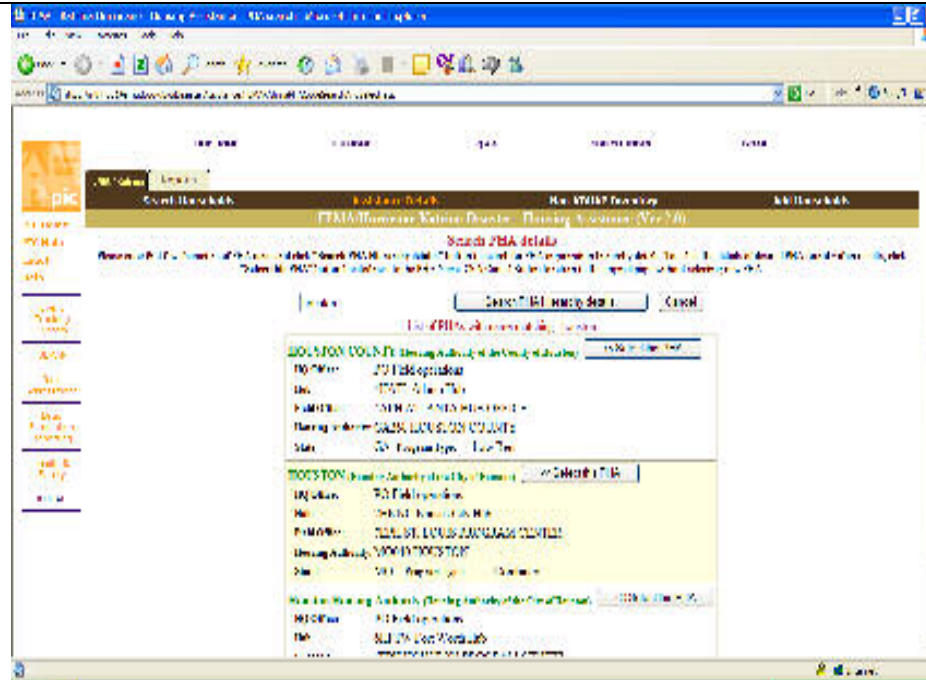


Figure 13. – A List of PHAs with Names Matching The Search Text

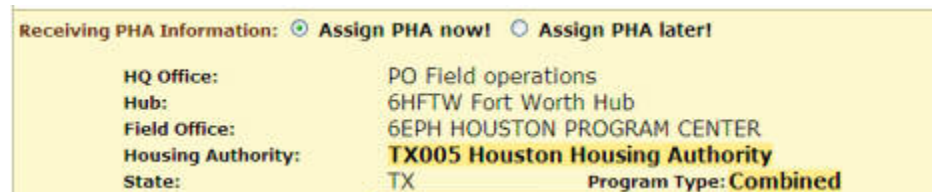


Figure 14. – PHA details populated back in the Assistance Details page.

## STEP 4c-5. HA USER ONLY - NEW LEASE INFORMATION

This part of the form is not shown to Guest users (FEMA contractors, etc.)

Figure 15 shows a New Lease Information Section located at the bottom of the form. **This section is available only to HA and HUD users.** This Section can be used to record the lease assistance provided by a PHA to the Household.

**FEMA Id and FEMA Eligibility** are required for a Household to receive Lease Assistance.

### Required Fields

- 1) The only required field on this screen is **Fair Market Rent (FMR)**.

The screenshot shows a web form titled "New Unit/Lease Information". The form is divided into several sections. At the top right, there is a button labeled "Submit Data without Lease Information". Below this, there are four input fields for monetary values: "FMR: \* \$", "Lease Rent: \$", "Security Deposit: \$", and "Utility Deposit: \$". The next row contains "New Unit Address:", "Apt #:", and "Actual Bedroom size:" (with a dropdown menu). The following row has "City:", "State:" (with a dropdown), "Zip Code:", and "Lease Effective Date:". The next row contains "Owner Name:" and "Owner TIN:". The final row has "Lease Termination Date:" and "End of FEMA Eligibility Date:". Below these fields is a "Comments:" section with a text area and a note "Max 250 characters (approx 4 lines) from the comment text will be saved.". At the bottom right, there are three buttons: "Submit", "Cancel", and "Rollback Transaction". A red box highlights the title "New Unit/Lease Information" with a red arrow pointing to the form.

Figure 15. – Lease information

## STEP 4c-6. –SUBMITTING / FIXING INPUT ERRORS IN THE ASSISTANCE DETAILS FORM

- 1) When you press Submit on the main Assistance Details form, you may receive an error message similar to **Figure 16**.



Figure 16. – Please Review Errors at the Top of the Form

## STEP 4c-7. –FIXING INPUT ERRORS IN THE ASSISTANCE DETAILS FORM

- 2) To fix this, scroll to the top of the page to view the list of errors. (See **Figure 17**)
- 3) Fix all the errors and click the **Submit Button** again. Repeat until there are no further errors.

The screenshot shows the top navigation bar with 'FEMA / Katrina' and 'Reports' tabs. Below are four main menu items: 'Search Households', 'Assistance details', 'Non-KDHAP Inventory', and 'Report'. The 'Assistance details' menu is active, showing 'FEMA/Hurricane Katrina Disaster - Housing Assistance' and 'Edit Assistance Details for SSN: XXX-XX-0098'. A yellow error message box contains the following text: '---- Please correct following errors [Total 4 errors] ----', 'Error 1: Please select appropriate Family Category!', 'Error 2: Please select appropriate New Program Type!', and 'Error 3: Please select Requested Bedroom Size!'. There are up and down arrow buttons on the right side of the error box.

Figure 17. – Review and Fix In the Form the Listed Errors

## STEP 5a. –VIEWING RECORDS ALREADY ASSIGNED TO A PHA

- 1) To search for a record already updated and assigned to a PHA, click on the view and update details link at the bottom of the screen. Alternately you can also select the link “Assistance Details” located at the top to view list of Households assisted by a PHA. Figure 18.

The screenshot shows the 'Reports' tab selected in the top navigation bar. Below are four main menu items: 'Search Households', 'Assistance Details', 'Non-KDHAP Inventory', and 'Add Households'. The 'Assistance Details' menu is active, showing 'FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 2.5)' and 'Search for Household Assistance details'. There are three search sections: 'Search by SSN:' with an SSN input field and a 'Search' button; 'Search by FEMA ID:' with a FEMA ID input field and a 'Search' button; and 'Search by Information:' with fields for Last Name (required), First Name, Sex (dropdown), and Date of Birth (mm/dd/yyyy) with a 'Search' button. A note below the search sections states: 'Searching by information may take long time to retrieve results as it may match several last names. To get the results faster please provide as many characters of Last name and first name as possible along with Date of birth and gender.' At the bottom, a red-bordered box contains the text: 'Click here to view/update details of households already assigned to PHA'.

Figure 18 – Click on One of The Links To View Records Assigned to a PHA

- 2) Upon entering the screen, the PHA information will be displayed empty. Search and Select a PHA using “Search for PHA information” button.
- 3) Select SSN from the list displayed to view/edit the details of assistance.

**FEMA / Katrina** **Reports**

**Search Households**      **Assistance Details**      **Non-KDHAP Inventory**      **Add Households**

**FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 2.5)**

**HQ Office:** PO Field operations  
**Hub:** 6HFTW Fort Worth Hub  
**Field Office:** 6EPH HOUSTON PROGRAM CENTER  
**Housing Authority:** TX005 Houston Housing Authority  
**State:** TX      **Program Type:** Combined

[Click here to Search for PHA Information](#)

**Please search and select a PHA to view the list of households assisted by that PHA.**

**List of households assisted by Housing Authority**

[Click on the SSN number to edit or view the assistance details.](#)

#	SSN	FEMA-ID	Name	Sex	Date of Birth
1	<a href="#">XXX-XX-3514</a>		S. DON JUDITH M	F	01/02/19
2	<a href="#">XXX-XX-7976</a>		Aniso R	F	11/04/19
3	<a href="#">XXX-XX-2509</a>		W. H. ST. JULIE E	F	06/16/19
4	<a href="#">XXX-XX-1956</a>		M. VM. C. DA	F	01/26/19
5	<a href="#">XXX-XX-6547</a>		A. ER. N. T. RE. S	F	06/13/19

**Figure 19 – Click on One of The Links To View Records Assigned to a PHA**

## STEP 5a. – HA USER ONLY – EDITING AVAILABLE NON-KDHAP UNITS

To view or edit the number of Non-KDHAP units available, click on the **Non-KDHAP Inventory** link from the main screen

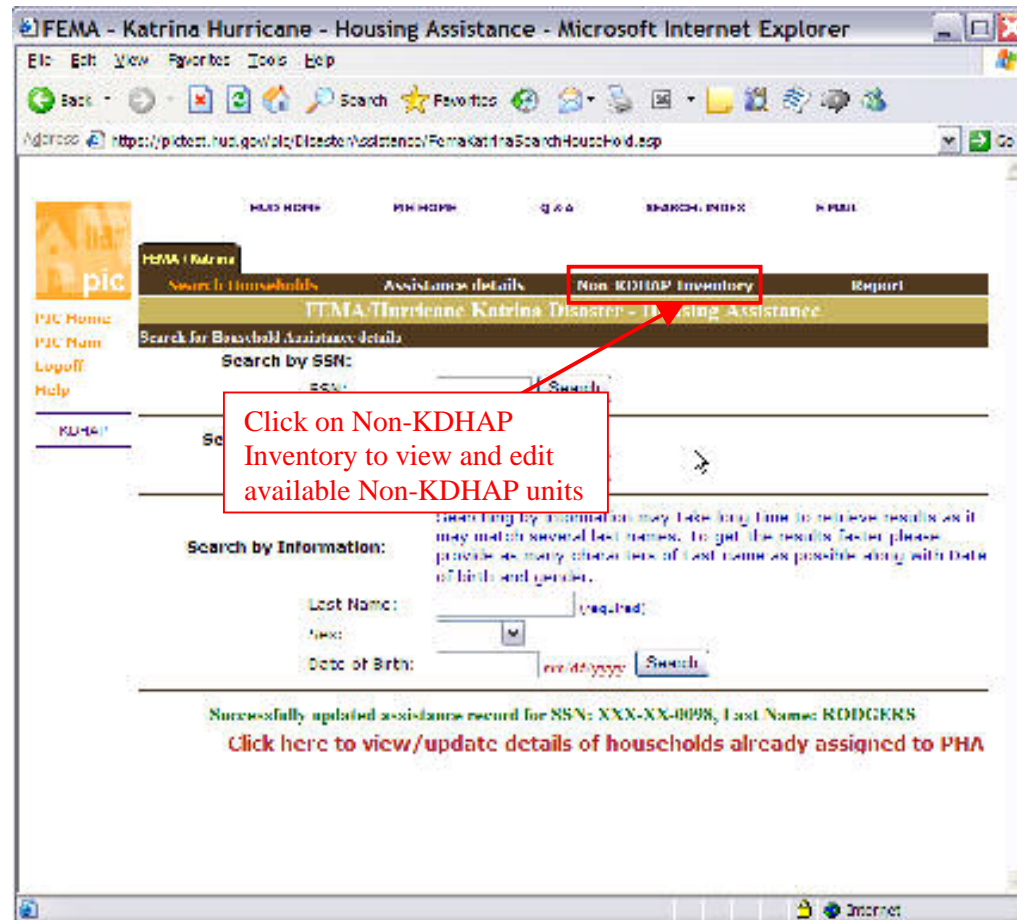


Figure 20. – Click on Non-KDHAP Inventory to View/Edit Non-KDHAP Units



## STEP 5b. – HA USERS ONLY – UPDATING AVAILABLE NON-KDHAP UNITS

- 1) To update the number of Non-KDHAP units available, Update the fields in the selected area as appropriate and click save.
- 2) This will return you to the same screen with a message indicating it was successfully

**FEMA / Katrina**

HUD HOME    PIH HOME    Q & A    SEARCH / INDEX    E-MAIL

**Search Households    Assistance details    **Non-KDHAP Inventory**    Report**

Select View: Field Office HA

HQ Division: Public and Indian Housing

HQ Office: PO Field Operations

Hub: 10HSEA Seattle Hub

Field Office: 0APH SEATTLE HUB OFFICE

Housing Authority: AK901 Testing

---

**Edit Non-KDHAP Inventory**

**Record Inserted Successfully.**

**Low-Rent income units available:**

**No. of Units in:**

0 Bedroom(s):	<input type="text" value="23"/>	1 Bedroom(s):	<input type="text" value="2"/>
2 Bedroom(s):	<input type="text" value="12"/>	3 Bedroom(s):	<input type="text" value="12"/>
4 Bedroom(s):	<input type="text" value="12"/>	5+ Bedroom(s):	<input type="text" value="13"/>
<b>Total Low-Rent Unit Count:</b>		<input type="text" value="74"/>	

---

**Section 8 Vouchers/Units available:**

**No. of vouchers in:**

0 Bedroom(s):	<input type="text" value="14"/>	1 Bedroom(s):	<input type="text" value="35"/>
2 Bedroom(s):	<input type="text" value="45"/>	3 Bedroom(s):	<input type="text" value="24"/>
4 Bedroom(s):	<input type="text" value="67"/>	5+ Bedroom(s):	<input type="text" value="26"/>
<b>Total Section 8 Voucher/Unit Count:</b>		<input type="text" value="211"/>	

Figure 21. – Click on Non-KDHAP Inventory to View/Edit Non-KDHAP Units

## STEP 6a . –ADDING HOUSEHOLDS (FEMA USERS )

- 1) When adding a new household, from the main screen click on **Add Households** link located at the top in brown bar.
- 2) Fields marked with asterisks (\*) are required fields.
- 3) Initial PHA is required when Old Family category is “PH” or “VO”
- 4) Click **Submit** to save the new Household record.

The screenshot shows a web browser window with the URL <http://pic.fema.gov/Reports/ViewNewHousehold.aspx>. The page title is "FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 2.5)". The main content area is titled "Add New Household" and contains the following fields and controls:

- Head Of Household Name:** \* (Required) with a dropdown menu for "(First Name | Middle Initial | Last Name)".
- Head of Household SSN:** \* (Required) with a dropdown menu for "Sex" and a dropdown menu for "Disabled?".
- Date of Birth:** \* (Required) with a date input field and a dropdown menu for "Contact Number".
- Former Address:** with input fields for "City", "State", "Apt #", and "Zip Code".
- Old Family Category:** \* (Required) with a dropdown menu for "- Select Family Category -".
- Initial PHA:** \* (Required) with a dropdown menu for "(Required when Old Family Category is PH or VO)".
- HQ Office:** with a dropdown menu for "Head Office" and a dropdown menu for "Field Office".
- Housing Authority:** with a dropdown menu for "States" and a button for "Click here to Search for PHA Information".
- Program Type:** with a dropdown menu for "Program Type".
- Purpose:** \* (Required) with a dropdown menu for "- Select Purpose -".
- Comments:** with a text area for "Max 4000 characters (space & line feed characters allowed)".
- Buttons:** "Submit" and "Cancel".

Figure 22. – Adding Households for broken families

## STEP 6b – ADDING AND APPROVING NEW HOUSEHOLDS FOR HUD USERS

1) HUD users have full access to the “Add New Households” screen inclusive of adding and approving. Refer to Figure 22 for instructions on adding new households.

2) When approving households, click on the “Approve Households” button which will take you to the following screen.

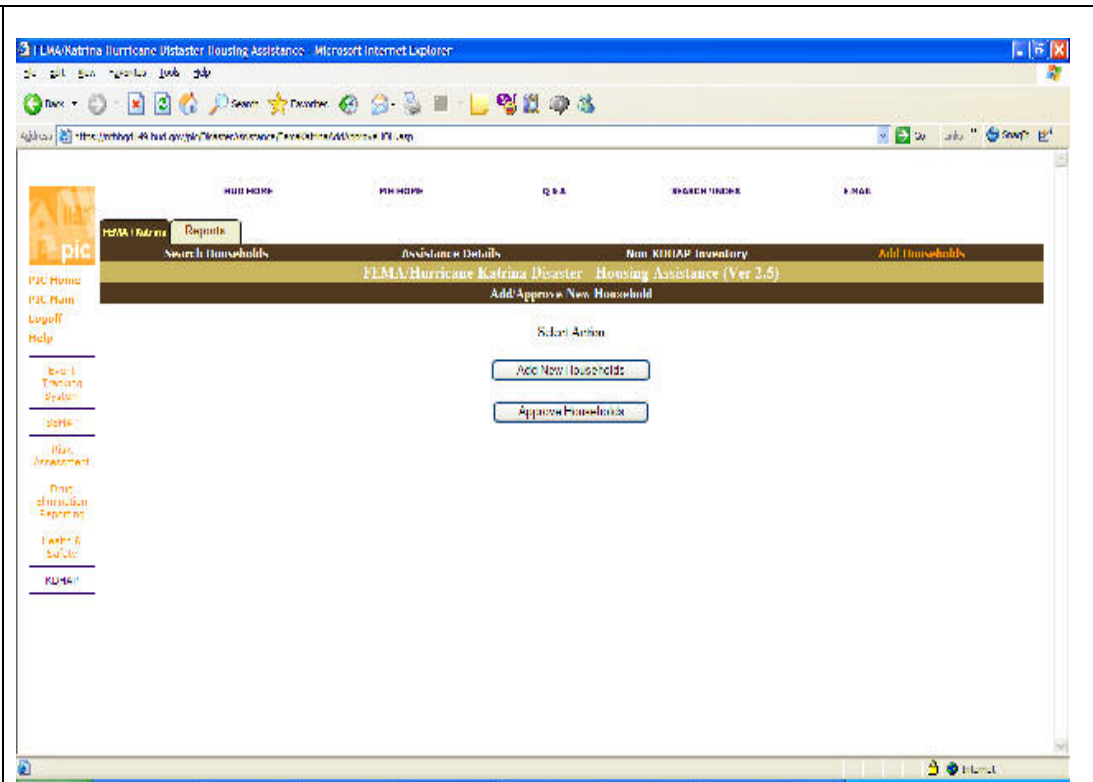


Figure 23. – Adding new households for HUD users



1) Upon completion of approval click on the “Approve” button.

The screenshot shows a web browser window with the URL <http://pic.fhmd.gov/pic/secure/entry/FEMA/Katrina/ApproveNewHousehold.asp>. The page title is "FEMA/Hurricane Katrina Disaster - Housing Assistance (Ver 2.5)". The main content area is titled "Approve New Household" and contains a table with the following data:

SSN	Name (Last, First, Middle)	Date of Birth	Sex	Disability	Old Family Category	Housing Authority	Old Address	Old City	Old Zip Code	Old State	Old Contact Number	Purpose	Comments	User Id	Approve
XXX-XXX-5584	cg, cd	05/04/2000	M	Y	OH		1000, Apt 3	azcpe	AL	22102	(938)874-7887	HB	test	prom	<input checked="" type="checkbox"/>
XXX-XXX-0080	Dos, John	05/04/2000	F	N	HL		Xyz street, Apt 3	xvz	VA	22311	(703)234-3423	HB	test	prom	<input checked="" type="checkbox"/>
XXX-XXX-9094	tc, gd	05/04/2000	F	Y	OH							HF	test	prom	<input type="checkbox"/>
XXX-XXX-9094	kkcet, lkd, k	05/04/2000	F	N	OH		11dt, Apt 80	dkktc	VA	30015	(300)348-8088	HF	test	prom	<input type="checkbox"/>
XXX-XXX-4094	crabc, non	05/04/2000	F	N	FH	AL077 -					(703)343-4334	HB	test	prom	<input type="checkbox"/>
XXX-XXX-7494	Gatth, Mary	05/04/2000	F	N	FH	AL001 -	Xyz Street, Apt 3	XVX	VA	22313	(703)340-8948	HB	test	prom	<input type="checkbox"/>

Below the table, there is a note: "# - Indicates that household information already exist in main KDHP table." At the bottom right of the table area, there are two buttons: "Approve" and "Cancel".

Figure 23. – Approving New Households

## STEP 7a. – OPENING THE REPORT SCREEN

- 1) Click on the **Report** link to open the Report Screen.

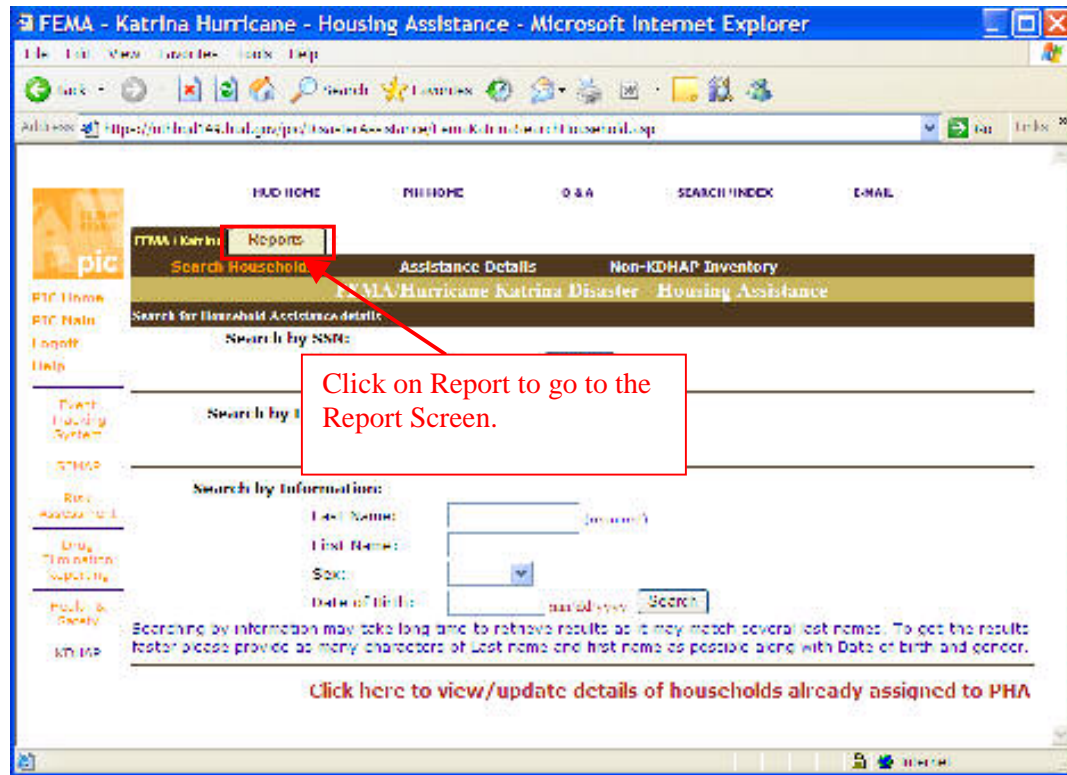


Figure 25. – Click on Report to Open the Report Screen

## STEP 7b-1. – RUNNING TRANSACTION REPORT

- 1) Use the drop down fields to select the HA to report on. (See Figure 18)
- 2) Once the HA is selected, check the desired boxes of the fields to view on the report.
- 3) When all the fields that should be in the report are added, click the **Show Report Button**.
- 4) Additionally, an excel spreadsheet that is comprised of the data within the report can be viewed by clicking on “Download Excel” See Figure 26.

TTMA, Hurricane Katrina Disaster - Transaction Report (Ver 2.0)

Data Filters for Transaction Report

Receiving PHA options:  View records for selected PHA  View records for ALL PHAS

The report data retrieval may take a while due to the large number of records. Please allow few minutes to load entire report.

Old Family Category: -ALL-

New Program Type: -ALL-

Select the columns to be displayed

<input checked="" type="checkbox"/> SSN	<input type="checkbox"/> FEMA ID	<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/> Sex	<input checked="" type="checkbox"/> Total Family Member count
<input type="checkbox"/> Prior health room size	<input type="checkbox"/> Requested health room size	<input type="checkbox"/> Actual health room size
<input type="checkbox"/> FEMA Eligibility Code	<input checked="" type="checkbox"/> FMR	<input checked="" type="checkbox"/> Lease Rent
<input type="checkbox"/> Security Deposit	<input type="checkbox"/> Utility Deposit	<input type="checkbox"/> Lease Effective Date
<input type="checkbox"/> Lease termination Date	<input type="checkbox"/> End Of FEMA Eligibility Date	<input checked="" type="checkbox"/> Receiving PHA Code
<input checked="" type="checkbox"/> Receiving PHA Name	<input type="checkbox"/> Old Family Category	<input checked="" type="checkbox"/> Primary Contact number
<input type="checkbox"/> Alternate Contact Number	<input type="checkbox"/> Receiving PHA Fax	<input type="checkbox"/> Receiving Email
<input checked="" type="checkbox"/> New Program Type	<input type="checkbox"/> New Unit Address	<input type="checkbox"/> Owner Name
<input type="checkbox"/> Owner TIN	<input type="checkbox"/> Transaction ID	

Show Report Download into Excel

Figure 26. – Select the HA to Report on and Check Boxes for Fields in the Report

https://nhh0119.hud.gov/pls/disasterassistance/kabrina\_lmai\_transactionReport.asp - Microsoft Internet Explorer

Address: https://nhh0119.hud.gov/pls/disasterassistance/kabrina\_lmai\_transactionReport.asp

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	SSN	Name	Date of Birth	Sex	Total Amt	MA	Lease Ref	Reopening	Reopening	Primary	Other Program	Type						
1	10000000000000000000	KRYSTINA	6/27/1979	F	2	743		T905		Houston	Housing	Av	P					
2	10000000000000000000	YOLANDA	4/10/1960	F	5	1232												
3	10000000000000000000	DAWN R	2/18/1975	F	1	753		T905		Houston	Housing	Av	NV					
4	10000000000000000000	D L R L D	enphnch	I	6	930		10025		Houston	Housing	Av	NV					
5	10000000000000000000	SARTINA	1/31/1957	F	4	1945												
6	10000000000000000000	WANDA	10/19/40	F	2	723		10025		Houston	Housing	Av	NV					
7	10000000000000000000	S-HAWN E	1/25/1954	F	2			CA201		ALBUQUERQUE	524-252-3	PH						
8	10000000000000000000	M L N L S L	12/7/1970	F	4	930												
9	10000000000000000000	RENITA M	2/22/1934	F	1	743		T905		Houston	Housing	Av	NV					
10	10000000000000000000	MARLE L I	2/0/1971	F	3	743												
11	10000000000000000000	ANCE A	5/6/1955	F	3	1147												
12	10000000000000000000	L R L S A	enphnch	I	3	930		1541		Harris County	Housing	NV						
13	10000000000000000000	FETORIA	9/25/1956	F	1	612		T904		Harris County	Housing	NV						
14	10000000000000000000	R L D U L	5/16/1900	F	3			MS103		JACKSON	652-801-4	NV						
15	10000000000000000000	K R I Y O	7/6/1954	F	3			14003		PASTOR	847-275-155-5	NV						
16	10000000000000000000	R L D U L L	1/29/1921	F	2			MS103		JACKSON		NV						
17	10000000000000000000	EVA M I A	7/3/1943	F	1	651		505 CA298		CHESTER		P						
18	10000000000000000000	G L R A L D I	5/7/1950	F	3	930		10025		Houston	Housing	Av	NV					
19	10000000000000000000	TROY O R	6/27/1957	F	3	930												
20	10000000000000000000	MARIA O I	4/21/1971	F	4	723		930										
21	10000000000000000000	ANCI L A	1/7/1979	F	3	930												
22	10000000000000000000	S W A L K A N L L S O N		F	2			GA210		MARLE	1/524-470	NV						
23	10000000000000000000	R O S E T T A	2/22/1934	F	2	650												
24	10000000000000000000	L O R L S I	9/24/1971	F	3	743		021		10025	Houston	Housing	Av	NV				
25	10000000000000000000	C O F F E	3/29/1975	F	2	551												
26	10000000000000000000	N L I L L	5/8/1974	F	3	930		10025		Houston	Housing	Av	NV					
27	10000000000000000000	M A R I S A	5/7/1975	F	4	1250		CA205		PHILSWICK		P						
28	10000000000000000000	A L S A J	2/0/1941	F	3			L9029		LAS	DM225-021-1	NV						
29	10000000000000000000	D O D Y L A	2/19/1938	M	2	743		T905		Houston	Housing	Av	NV					
30	10000000000000000000	D L M L H A	2/17/1974	F	3	930		10025		Houston	Housing	Av	NV					
31	10000000000000000000	M P I K A T I	7/15/1977	F	4	753												
32	10000000000000000000	M A G I L L A M O R G A N		F	1	640												
33	10000000000000000000	C O N N E R	7/5/1955	F	1	612		T904		Harris County	Housing	NV						

KabrinaFEHATransactionReport.asp

Figure- 27 Downloaded Excel spreadsheet

- 4) The generated report will open in a new Browser.
- 5) Print, Save, or Copy the report as required.
- 6) To go back to the KDHAP system, close the Report Window.

SSN	Name	Date of Brith	Sex	Total Family Member count	FMR	Lease Rent	Receiving PHA Code	Receiving PHA Name	Primary Contact number	New Program Type
			M	1			AK901	Testing		NV
			F	10			AK001	AHFC		NV
			F	5			LA005	LAFAYETTE (CITY) HOUSING AUTHORITY	337-232-1051	NV
			F	4			LA219	BATON ROUGE CITY	504-701-0983	NV
			F	1			AK001	AHFC		NV
			M	15			WA008	Vancouver		NV

**Figure 28. – The Report is Opened in a New Window**





## STEP 7d. – RUNNING NEW HOUSEHOLDS STATUS REPORT

- 1) To view the status of Newly Added Households
- 2) Select appropriate view to list the records.

SSN	Head of Household Name	Date of Birth	Sex	Disabled?	Family Category	Initial PHA	Address	Contact Number	Purpose	Comment
2377777772	Harvey Z Wallbanger	11/12/1999	M	N	VO	LA212 LINCOLN PARISH POLICE JURY	57 Heinz Pkwy 86 Goober LA 32334	377-7777	HF	Presented rent invoice August 200!
2377777774	jarhead Subway	12/12/1999	M	N	OH		12 Westwood Dr W-23	303-4534534	HB	Some reason asdasdfdf'sc dfsdf's dfsff
2377777777	Jane G Doe	10/15/1997	F	Y	VO		8040 Canaan Street New Orleans LA	-	HB	
2377777779	Caroline	12/20/1999	M	N	VO	TX005 Houston	Irrigation Street New	707-7777	HB	

Figure 30. – New Households Status report

## APPENDIX A – KDHAP SECURITY ADMINISTRATION Q& A

*Setting up users in KDHAP* Users accounts are set up in KDHAP by users who are designated as Security Administrators in PIC and PICTEST. If you are a Security Administrator, you will have a PICTEST menu option under “PIC Maintenance” called “Security Administration”. If you do not have such a menu choice, this appendix does not apply to you.

**Introduction:** There are two steps to setting up a user in PICTEST1 to work on KDHAP. A user account must be created. For KDHAP, all user accounts will be created as “Guest” users in the REACS Division of headquarters.

Always logon to PICTEST using:

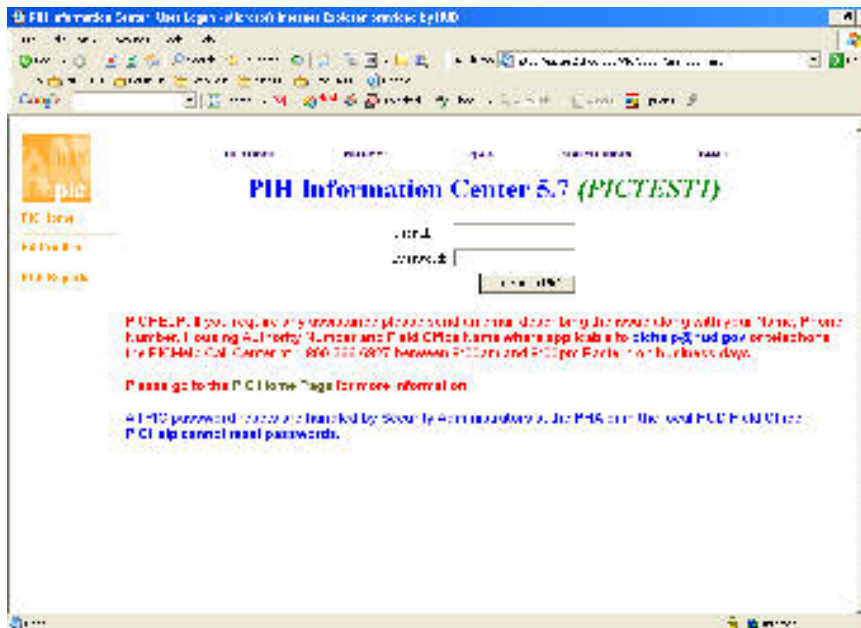
<https://pictest.hud.gov/PIC/Logon/userlogon.asp>

You will be asked to authorize a certificate. Click “Yes”.



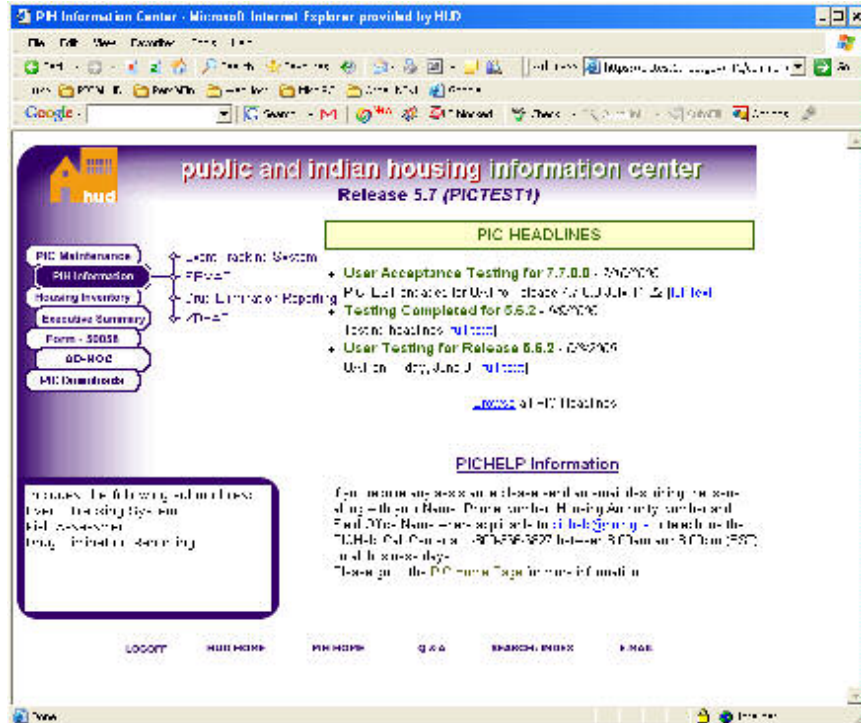
The PICTEST1 Logon screen appears next.





Enter the User ID and password and click “Logon to PIC”.

The PIC Main menu appears (the menu choices vary depending on your individual access rights).



**Q: How can I add a new contractor user in PIC?**

**A:** First the user account must be created (if it does not already exist).

- Select “PIC Maintenance” and “Security Administration”.
- Select View “Division User”.
- For contractors, select HQ Office “REACS” (bottom of pull-down list).
- Select “Create New PIC User”.
- Select “Guest User” (for all non-HUD contacts and contractors).
- Enter user information (Last name, First name, Middle Name or Initial).
- User ID (system generated) = first initial, middle initial (or “x”) and first six or less letters of user’s last name in lower case. (If the same User ID is already in use, the system will add “01” or next sequential number to ID when saving).
- If user does not have an e-mail address or you do not know what it is, enter [none@email.com](mailto:none@email.com) (because it is a required field). The user can change it later in “User Profile”.
- Initial password should ALWAYS be “Password1” (note upper/lower case).

**Q: How can I add a new HA User in PIC?**

**A:** First the user account must be created (if it does not already exist).

- Select “PIC Maintenance” and “Security Administration”.
- Select View “FO HA User”.
- Select the appropriate Hub from the pull-down list.
- Select the appropriate Field office (if there is a pull-down list; some do not have one).
- Select the Field Office HA (public housing authority) from the pull-down list.
- Select “Create New PIC User”.
- Select “HA User” for HA staff members.
- Enter user information (Last name, First name, Middle Name or Initial).
- User ID (system generated) = first initial, middle initial (or “x”) and first six

or less letters of user’s last name in lower case. (If the same User ID is already in use, the system will add “01” or next sequential number to ID when saving).

- If user does not have an e-mail address or you do not know what it is, enter [none@email.com](mailto:none@email.com) (because it is a required field). The user can change it later in “User Profile”.
- Initial password should ALWAYS be “Password1” (note upper/lower case).

*Note: Once the user account has been created, regardless of user type, the Security Administrator must grant access rights in individual PIC submodules before the user can access any useful information or do work in PIC.*

We will grant the following rights to users:

TAC Staff (User Type: “Guest User”):

Module	Sub module	Role	Security
PIC Maintenance	Security Administration	HA Security Admin	HQ Division
PIH Information	KDHAP	Submit-Modify (Guest)*	HQ Division
Executive Summary	Executive Summary	HA General Read	HQ Division

Non-HUD Contractors (e.g. NELROD) (User Type: “Guest User”):

Module	Sub module	Role	Security
PIC Maintenance	Security Administration	(not applicable)	(not applicable)
PIH Information	KDHAP	Submit-Modify (Guest)*	HQ Division
Executive Summary	HA Executive Summary	HA General Read	HQ Division

HA Staff (User Type “HA User”):

Module	Sub module	Role	Security
PIC Maintenance	Security Administration	(not applicable)	(not applicable)
PIH Information	KDHAP	Submit-Modify (HA)*	Field Office HA <i>(select their hub and HA Code)</i>
Executive Summary	Executive Summary	HA General Read	Field Office HA <i>(select their hub and HA Code)</i>

*\*Note: “Submit-Modify” function is split into two roles: one for contractors to submit only the family details and HA assignment part of the form: **Submit-Modify (Guest)** and one for HAs to submit all of the form: **Submit-Modify (HA)**.*

**Q: How can I change a user’s access rights in PIC?**

**A:** *Note: New users have no rights in PIC submodules until the Security Administrator specifically assigns rights to them.*

- Access the PIC Security Administration sub module.
- Select View “Division User” or “FO HA User” as appropriate.
- For contractors (Guest Users):
  - Navigate to the “REACS” division Select the appropriate Hub from the pull-down list.
- For HA Users:
  - Select the appropriate Hub from the pull-down list
  - Select the appropriate Field office (if there is a pull-down list; some do not have one).
  - Select the Field Office HA from the pull-down list.
- Click the User ID to select the user.
- Select the applicable module and sub module (from the pull down lists).
- Choose “Add role”.

- Add the appropriate role from the pull-down list (see the chart above).
- Select Security Type (“HQ Division” for contractors, “Field Office HA” for HA users).
- Highlight the Division “Public and Indian Housing” for contractors,
- Select the appropriate Hub from the pull-down list.
- Select the appropriate Field office (if there is a pull-down list; some do not have one).
- Select the Field Office HA (public housing authority) from the pull-down list. (To highlight more than one HA, hold down the <Ctrl> key while clicking the HA Code.)
- Click “Save” to complete adding the role. Repeat for any remaining roles and submodules that are needed.
- To remove a role, put a check mark in the box under “Remove” then click “Remove role” and confirm it when asked.

**Q: How can I remove a user from PIC?**

**A:** *Note: Once users have been added to PIC, for accountability reasons they may not be deleted. Instead they are made “inactive” which completely removes their access to data.*

- Select “PIC Maintenance” and “Security Administration”.
- Select View “Division User” or “FO HA User” as appropriate.
- For a contractor:
  - Navigate to the “REACS” division Select the appropriate Hub from the pull-down list.
- For HA Users:
  - Select the appropriate Hub from the pull-down list
  - Select the appropriate Field office (if there is a pull-down list; some do not have one).
  - Select the Field Office HA from the pull-down list.
- Click the User ID to select the user.

- Click “Modify User” (upper right).
- Under “User Details,” click the “No” button beside “Active Indicator”. This makes the User’s account inactive. (The process can be reversed by changing it back to “Yes” to make the user active again.) A user can also be made inactive by changing the “Expiration Date” to a date before today’s date. (This can also be reversed by changing the Expiration Date to a date later than today.) *To be active, a user must be active in both ways (by having a future Expiration Date and where Active Indicator = “Yes”).*