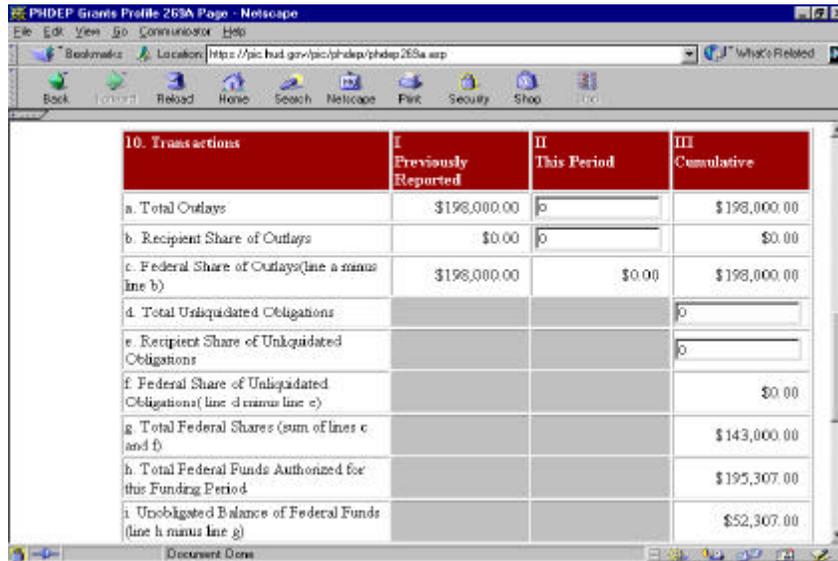


PHDEP Semi Annual Performance Report in the PIC Drug Elimination Reporting Sub module (DERS)

DERS Form 269A – Job Aid for Correcting Total Outlays and Recipient Share of Outlays

PIC DERS users have reported that incorrect amounts appear for the Total Outlays and Recipient Share of Outlays in the **I) Previously Reported** column in the Form 269A. In the reported scenarios, this occurs where users entered cumulative amounts as current amounts in the **II) This Period** column, for previous reporting cycles.



10. Transactions	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	\$198,000.00	0	\$198,000.00
b. Recipient Share of Outlays	\$0.00	0	\$0.00
c. Federal Share of Outlays (line a minus line b)	\$198,000.00	\$0.00	\$198,000.00
d. Total Unliquidated Obligations			0
e. Recipient Share of Unliquidated Obligations			0
f. Federal Share of Unliquidated Obligations (line d minus line e)			\$0.00
g. Total Federal Shares (sum of lines c and f)			\$143,000.00
h. Total Federal Funds Authorized for this Funding Period			\$195,307.00
i. Unobligated Balance of Federal Funds (line h minus line g)			\$52,307.00

In some of these instances, an error message that “Row g should be less than or equal to row h is also received, and users are not able to “save” or “submit” the current report. This occurs only when line g - Total Federal Shares exceeds the amount in line h - Total Federal Funds Authorized for this Funding Period.



Some users have also reported that the grant status is showing “Non-compliant” as a result of not being able to complete the submission, including the Form 269A.

It is recommended that users who experience this error route a message with the correct information through the appropriate Field Office contact or PIC Coach to pichelp@hud.gov. The message should include the correct 269A amounts from the previous reporting period for all grants where the error may be occurring.

PHDEP Semi Annual Performance Report in the PIC Drug Elimination Reporting Sub module (DERS)

We are requesting that the attached template be used to submit the corrected information for the Form 269A. To ensure the most efficient and accurate processing, please keep in mind the following guidelines when using the template:

1.	The column names in the spreadsheet should not be changed.
2.	The Housing Authority code should be provided in the 5- character format (e.g. HA001).
3.	In the remarks column, please provide a brief comment (255 character limit) on anything that should be considered in the correction of the Form 269A data. For example, the status of the report.
4.	The correct amounts should be sent only for reports that are in “Approved” or
5.	The correct amounts should be sent for the previous report where incorrect data appears for the first time.
6.	Please keep in mind that after the correct data is received and processed, the previously reported and cumulative amounts will be automatically adjusted for all subsequent reports. For example, in the 12/31/2001 report, if the amount in line a for the previously reported column is incorrect, please provide us with the correct amounts from the 6/30/2001 report. The line a amount will then be automatically adjusted for the previously reported column in the 12/31/2001 report.

For reference purposes, sample scenarios are included below, and in the attached template, which is in the Excel format. Please remember to delete the sample scenarios from the template before sending it to PIC Help for processing.

Upon correcting the data and submitting the reports, the grant status will be updated accordingly. If the corrected information has already been submitted to PIC Help, you will be contacted if more information is needed.

PHDEP Semi Annual Performance Report in the PIC Drug Elimination Reporting Sub module (DERS)

Sample Scenario #1

Report Period End Date: 6/30/2001

Status: Approved

- Column I - Previously Reported Amount in line a is appearing as \$45,501 and should be \$45,501.
- Column II - This Period amount in line a is appearing as \$119,945 and should be \$74,444.
- Column III - Cumulative Amount in line a is appearing as \$165,446 and should be \$119,945.
- The Previously Reported Amount in line a on the 12/31/2001 report should be \$119,945.

In this scenario, the correct amounts from the 6/30/2001 report should be included in the template for the 269A reset. Please reference template for sample format.

9. Period Covered by this report: From: **01/01/2001** To: **06/30/2001**

10. Transactions	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	\$45,501.00	\$119,945.00	\$165,446.00
b. Recipient Share of Outlays	\$0.00	\$0.00	\$0.00
c. Federal Share of Outlays(line a minus line b)	\$45,501.00	\$119,945.00	\$165,446.00
d. Total Unliquidated Obligations			\$0.00
e. Recipient Share of Unliquidated Obligations			\$0.00
f. Federal Share of Unliquidated Obligations(line d minus line e)			\$0.00
g. Total Federal Shares (sum of lines c and f)			\$119,945.00
h. Total Federal Funds Authorized for this Funding Period			\$128,225.00
i. Unliquidated Balance of Federal Funds			

PHDEP Semi Annual Performance Report in the PIC Drug Elimination Reporting Sub module (DERS)

Sample Scenario #2

Report Period End Date: 12/31/2001

Status: Submitted

- Column I - Previously Reported amount in line a is appearing as \$25,510 and should be \$25,000.
- Column I - Previously Reported amount in line b is appearing as \$25,510 and should be \$25,000.
- Column III - Cumulative amount in line a is appearing as \$25,510 and should be \$25,000.
- Column III - Cumulative amount in line b is appearing as \$25,510 and should be \$25,000.
- In the 6/30/2002 report, the Column I - Previously Reported Amount for line a will appear as \$25,000.

In this scenario, the correct amounts from the 6/30/2001 report should be included in the template for the 269A reset. Please reference template for sample format.

PHDEP Grants Profile 269A Page - Microsoft Internet Explorer

Address: <https://pic.hud.gov/pic/phdep/phdep269a.asp>

8. Funding/Grant Period: From: 09/29/2000 To: Not Available

9. Period Covered by this report: From: 07/01/2001 To: 12/31/2001

10. Transactions	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	\$25,510.00	\$0.00	\$25,510.00
b. Recipient Share of Outlays	\$25,510.00	\$0.00	\$25,510.00
c. Federal Share of Outlays (line a minus line b)	\$0.00	\$0.00	\$0.00
d. Total Unliquidated Obligations			\$5,335.00
e. Recipient Share of Unliquidated Obligations			\$0.00
f. Federal Share of Unliquidated Obligations (line d minus line e)			\$5,335.00
g. Total Federal Shares (sum of lines c and f)			\$5,335.00
h. Total Federal Funds Authorized for this Elimination Period			\$25,000.00