



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

WASHINGTON, DC 20410-5000

GENERAL DEPUTY ASSISTANT SECRETARY
FOR PUBLIC AND INDIAN HOUSING

February 28, 2022

SUBJECT: Guidance on Unit Designation Categories and Accessible Designation Categories in IMS/PIC

Dear Executive Director,

On February 18, 2022, HUD published [PIH Notice 2022-03](#), *Guidance on Unit Designation Categories and Accessible Designation Categories in IMS/PIC*. I'd like to highlight the importance of this notice and draw your attention to the requirements and deadlines it contains.

The notice defines the current Unit Designation categories in the Inventory Management System/PIH Information Center (IMS/PIC). These categories reflect whether Public Housing units are reserved for exclusive occupancy by elderly and/or disabled families. Accurately recording Unit Designations in IMS/PIC will support HUD's efforts to ensure that occupancy policies are applied in accordance with HUD-approved Designated Housing Plans and will also provide for the accuracy of funding calculations, as Unit Designation categories impact the calculation of Capital Fund Formula grant awards.

In addition, the notice defines the current Accessible Designation categories in IMS/PIC. These categories reflect the physical characteristics of Public Housing units that accommodate individuals with disabilities. This information will provide an improved picture of the availability of Public Housing units to accommodate individuals with disabilities and of compliance with Section 504 regulations and other applicable civil rights statutes and regulations.

The notice requires PHAs to review their portfolios in IMS/PIC to ensure the units are in the correct Unit Designation Categories and Accessible Designation Categories; to correct errors within 30 days of publication of the notice and **no later than March 31, 2022**; and to maintain the accuracy of this information on an ongoing basis.

Please direct any questions to the attention of the Public Housing Management and Occupancy Division, at PublicHousingPolicyQuestions@hud.gov.

As always, thank you for all you and your staff do each day to provide safe and stable housing to households in need, including elderly and disabled households.

Sincerely,

A handwritten signature in black ink, appearing to read "Dominique Blom".

Dominique Blom
General Deputy Assistant Secretary
Office of Public and Indian Housing