

In 2008 HUD changed the “development number” (AMP number) format to a new 11-character number. Lindsey Software made an enhancement several months ago to support the new 11-character number. It has come to our attention that a few Housing Authorities still have not changed their development number in Lindsey Software. PIC no longer accepts the old number.

Following are instructions that will help customers change their development numbers in Lindsey Software who have not yet done so. IF you have already made these changes detailed below, please disregard this notice as there is no further action required by your agency.

**This notice ONLY applies to the PUBLIC Housing or LOW RENT program types.**

1. Determine the development number(s) for your Public Housing program(s). This new number, which has been changed for AMP purposes, is now in this format: AR999000001 for example. It should be 11 characters long. This number is setup for you by HUD and can be found on your PIC site by selecting “Development” on the menu on the left of your “PIC main” menu. For many Housing Authorities, there will be only one development (AMP) number.
2. In Lindsey Software, go into **System Utilities V3**. On the Maintenance pull-down menu, select **PHA/Project**.
3. Highlight the first line of the PHA/Project combinations that you use for Public Housing. For most of our customers, PHA 1, Project 01 will be the first such program. Click on the **Edit Project** button at the top of the screen.
4. Click Next on the first screen that appears.
5. The screen will look as follows.

Low Rent Project Wizard

Lindsey Software Help

### Additional Information

Project Information

HUD Project Number:   AMP Based Project

Contract Number:

Site Number or Suffix:

RECD Project Number:

RECD District Code:

Electronic Mailbox ID:

FHA/EH/Non-Insured No.:

Default PHA/Project

Hud-Owned Project

Add tenant to AR at move-in

Project Reports Units to PIC

Start Over Back Next Close

If your screen does not resemble the one above, you are in the wrong screen or your Lindsey Software is on an outdated version. Please review Steps 3-5 so that you locate the correct screen before proceeding with the next step.

6. Note that in our example, the Housing Authority's HUD ID number is AR345. The HUD Project Number at the top is in the old format. The box "AMP Based Project" is currently not check marked.

7. Now checkmark the "AMP Based Project" box. Notice that the name of the field to its left is now changed to "AMP HUD Project Number". The word "AMP" serves as a reminder that this field now expects the project number to be formatted in the new manner. In other words, from now on, for the project in question, this field will mean the same as "Development Number".

8. In the AMP HUD Project Number field, erase the number that is currently there and type the new development number assigned by HUD for this specific project. For this

example, we will assume that PHA 1, Project 01 was assigned a development number of AR345000001. You should enter the number that was assigned to this project by HUD.

9. The screen will now look as follows:

Low Rent Project Wizard

Lindsey Software Help

### Additional Information

Project Information

AMP Hud Project Number:   AMP Based Project

Contract Number:

Site Number or Suffix:

RECD Project Number:

RECD District Code:

Electronic Mailbox ID:

FHA/EH/Non-Insured No:

Default PHA/Project

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10. Click Next, and continue clicking Next until you reach the end of the wizard. Save your changes.

11. Repeat steps 3 through 10 for the rest of your Public Housing projects. Note that the development number may be the same from one project to the next, especially if your Housing Authority only has one AMP. For each project, you need to enter the development number assigned to the AMP that contains that project.

12. Once you have edited all the projects that have had a development number change (which will be only your Public Housing programs), exit System Utilities V3. For most of our customers, this is all they will need to do with the development numbers.

**IMPORTANT!**

A commonly asked question is, “How does the development number change affect any 50058s that have been completed but have been submitted to PIC?” If you have any such 50058s, it is recommended that you submit them immediately. If you fail to submit them prior to the PIC change, then you will be required to redo any reexams that have not been submitted. You should be able to prevent the need to reprint and resubmit your 50058s if you submit them today or as soon as possible before PIC changes their software.

If you have any questions or concerns, please feel free to contact our Technical Support Department at (501) 268-5324, ext. 2.