



Calculating Your “Real” PIC Submission Rate

To calculate your “real” PIC submission rate, simply divide the number of current 50058 records in PIC by the number of households you currently have under lease. (Remember this is not exactly the result you get with the Delinquency Report in PIC because HUD “estimates” the number of households you currently have under lease at any given time.)

$$\frac{\text{Number of Current 50058 Records in PIC}}{\text{Number of Families Currently Under Lease}} = \text{PIC Submission Rate}$$

The number of current 50058 records in PIC (the top number) comes from PIC. The number of households you currently have under lease (the bottom number) comes from your housing software system.

Counting The Number Of Current 50058 Records In PIC

The number of current 50058 records in PIC can be determined at any time by generating the MTCS Transaction Report in PIC and counting the number of 50058 records in the report that are no more than 16 months old as of the date you run the report. (HUD actually considers a record “current” in PIC for purposes of the Delinquency Report as long as the record is no more than 16 months old.)

To do so, log on to PIC and select the 50058/Viewer sub-module from the main menu screen. When the Viewer screen appears, click on the Reports tab at the top of the screen as shown below.

The screenshot shows the PIC software interface. At the top, there are navigation tabs: HUD HOME, PIH HOME, Q & A, SEARCH/INDEX, and E-MAIL. Below these is a menu bar with buttons for Search, Household, Members, Rent, FSS/WtW, Iss/Exp Of Vouchers, and Reports. The Reports button is circled in red. Below the menu bar, there are several report options: MTCS Transaction Report, MTCS HA Query Report, MTCS VO Iss/Exp Report, Overlapping Date Report, and Portability Billing Report. The MTCS Transaction Report is selected. Below the report options, there are fields for Select View, Field Office, and Housing Authority. The Field Office is set to 41PH LOUISVILLE HUB OFFICE and the Housing Authority is set to KY002 Covington. Below these fields, there are radio buttons for Database (MTCS Current is selected) and Program type (All, Public Housing, and Section 8). The Section 8 radio button is circled in red. Below the Program type section, there is a list of voucher types: All, Project-based Certificates, Project-based Vouchers, Tenant-based Vouchers (circled in red), Homeownership Vouchers, and S8 Moderate Rehabilitation.

When the Reports tab appears you will see the MTCS Transaction Report selection screen. On that screen, select "Section 8" as the Program Type. Also select "Tenant-based Vouchers and the Section 8 housing type. Once you have made those selections, scroll to the bottom of the screen as shown below.

Type of Action:




Effective Date From: * MM/DD/YYYY Effective Date To: * MM/DD/YYYY

Update Date From: * MM/DD/YYYY Update Date To: * MM/DD/YYYY

Select Report Type: Detailed

At the bottom of the selection screen, select the Effective Date range option. In the "From:" date field, enter a date that is at least two years prior to the current date. In the "To:" date field, enter a date that is at least one year in the future. Once the dates are properly selected, click the Generate button at the bottom of the screen to see the following report.

MTCS Transaction Report

Hub:   

FieldOffice: 4JPH LOUISVILLE HUB
Field Office HA: KY001

Database: MTCS Current
Program Type: Section 8
Effective Date From: 01/01/1999
Developments:

Total No.Of Records: 577
Effective Date To: 03/03/2004
Section:

Select Page Set :

Program Type : Section 8

Type Of Action	SSN	First Name	Middle Initial	Last Name	Eff. Date	Bed Room Size
1	55555555	RUBY		TUESDAY	01/01/2004	2
1	123456789	STEVE	N	AUSTIN	02/01/2004	2
1	098765432	ANDY		LEFT	10/07/2003	3
1	444556666	LESTER	L	SCRUGGS	06/17/2003	2

The MTCS Transaction report is a list of all the 50058's in PIC that are within the date range you selected. If you selected a broad date range (as instructed above), the report will list all of the most recent records accepted by PIC for all of your households.

In order to determine how many current 50058 records are in PIC, you must download the report into Excel and edit the data. To download the report, click the Excel button at the top of the report screen and Excel will start and the report will appear in an Excel screen as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Type Of A	SSN	First Nam	Middle Ini	Last Nam	Developr	Building I	Entrance	Unit No	Effective Da	Bedroom	Total Ann
413	3	123789456	LEIKEESH	C	NORRIS	GA010004	6	3	402	11/1/2006	3	0
414	3	123789456	DORIANNE	L	STEVENS	GA010003	3	4	267	11/1/2006	2	26676
415	3	123789456	SARAH		THOMPSON	GA010003	20	4	369	11/1/2006	1	7236
416	3	123789456	KELLI	D	ALLEN	GA010003	18	7	352	11/1/2006	2	14560
417	3	123789456	HUSEIN		CAJIC	GA010008	1	1	749	11/1/2006	1	10848
418	5	123789456	SCIKEMA	N	WOODS	GA010002	4	1	165	3/13/2003	2	4836
419	5	123789456	DAWN	N	WILSON-J	GA010003	18	1	358	1/23/2004	3	8721
420	5	123789456	MELANIE	A	NELSON	GA010003	12	3	320	11/4/2005	3	8755
421	5	123789456	LEROY	J	SINGLETON	GA010006	6	2	589	12/2/2005	1	29419
422	5	123789456	MANUEL/ANA		ROMAN	GA010008	1	1	744	12/17/2005	1	8598
423	5	123789456	LYDIA		STEVENS	GA010003	21	6	377	1/19/2006	3	14828
424	5	123789456	ROBERT		COLLINS	GA010004	22	1	451	2/13/2006	2	8280
425	5	123789456	NAKETHIA	S	JOHNSON	GA010003	19	6	360	2/27/2006	2	6512
426	5	123789456	MARY	L	BRYANT	GA010008	1	1	759	2/28/2006	0	9810
427	5	123789456	KATHLEEN	L	CARRUTH	GA010008	1	1	745	4/5/2006	0	5544
428	5	123789456	MIA	T	FARROW	GA010002	6	2	183	4/5/2006	2	3900
429	5	123789456	JIMMIE	E	ROSSER	GA010008	1	1	751	4/20/2006	0	7476
430	5	123789456	LUZ	R	REATAZA	GA010008	1	1	779	4/21/2006	1	6612
431	6	987123654	JANINE	D	CLARK	GA010004	1	1	378	5/13/2006	2	8424
432	6	987123654	FLOYD	D	JOHNSON	GA010008	1	1	753	5/22/2006	0	8117
433	6	987123654	MARGAREL		BROOKS	GA010008	1	1	782	5/26/2006	0	7476
434	6	987123654	SHA-QUIN	M	CLAYTON	GA010004	33	2	498	9/20/2006	2	21403
435	6	987123654	TRICIA	Y	BUTLER	GA010004	23	3	458	9/26/2006	3	23512
436	6	987123654	SHANTRE	A	BALL	GA010002	5	8	180	10/13/2006	2	20800
437	6	987123654	STARLETTIS		PADEN	GA010002	13	8	245	11/13/2006	2	9152
438	6	987123654	SHAYLA	J	SUTHERLAND	GA010004	3	1	387	11/17/2006	2	13145
439	6	987123654	LOUDELLA		WATSON	GA010004	12	3	423	12/7/2005	1	7188
440	6	987123654	LOUISE		REED	GA010002	9	1	212	7/3/2006	1	9198
441	6	987123654	ULYSSES		MORGAN	GA010008	1	1	733	7/25/2006	0	11004

When you first view the report in Excel, the 50058 records will be ordered by Action Type (i.e., “1s” first, then “2s,” then “3s,” etc.) Scroll down the page until you see the first Action Type “5” record and Action Type “6” record. Then highlight and delete all records with an Action Type of “5” (Portability Move-out) and “6” (End of Participation) because those are records of families that are no longer under lease at your PHA.

Next, sort the Excel report by the Effective Date field in descending order (newest date to oldest date). To do so, highlight the Effective Date column. Then click on the Data menu in Excel and select the Sort option from the drop-down menu. In the dialog box that appears, select Effective Date from the ‘Sort By’ drop-down and click OK. This will put the list of record in order from oldest to newest by Effective Date.

Once you have sorted the records, count the number of records remaining in the spreadsheet that have an Effective Date that is 16 months or less from the current date. That is the number of “current” 50058 records in PIC according to the way HUD calculates the Delinquency Report. (Records with an Effective Date that are more than 16 months old are not considered “current” so you will not get credit for those in the Delinquency Report.)

Counting the Number of Families Under Lease

Next, from your housing software system, print a list of the families you currently have under lease. (This list should exclude any families that have port out even though you may be billed back.) Then count the number of those families.

Calculating Your Real Submission Rate

To get your “real” PIC submission rate, divide the number of current 50058’s in PIC (from the Transaction Report you downloaded from PIC into Excel) by the number families you have under lease (from the report in your software system).

Remember that this is your PIC submission rate as of the date you generated those reports – your rate will change any time either the number of current 50058s in PIC changes or the number of families under lease in your jurisdiction changes.

Also remember, this is your “real” submission rate. HUD’s calculation in the Delinquency Report is only calculated once a month and it uses different data for the bottom number which is the number of families you have under lease. In Section 8, HUD “estimates” the number of families under lease for the Section 8 Delinquency Report from data derived from the Voucher Management System (VMS). That data may or may not accurately reflect the actual number of families under lease at any given time.