

Guide For Managing Your PIC Submission Rate *For Public Housing*

Introduction

Since the inception of the PIC system, HUD has calculated your PIC submission rate for both Public Housing and Section 8 Voucher programs. The result of that calculation is displayed in the PIC Delinquency Report located in the 50058/Reports sub-module in PIC. That report, and your submission rate calculation, are generated once each month based on data as of the last day of the previous month. So no matter how many times you view the Delinquency Report in any given month, it will only change on the first Friday of the following month, when HUD performs it's once a month calculation again.

More important than the fact that the report is only calculated once a month is the fact that the data HUD uses to calculate the submission rate in the Delinquency Report may not accurately reflect the state of your housing program when the Delinquency Report is calculated. Understanding how HUD calculates this critical measurement may explain why your Public Housing submission rate is actually higher than the rate shown in the PIC Delinquency Report. This Guide will explain how HUD calculates the Public Housing Delinquency Report and what you can do to ensure that the HUD calculated rate is as accurate as possible.

How HUD Calculates Your *Public Housing* Submission Rate

The PIC Delinquency Report (your PIC "submission rate") is the result of a simple calculation. It is the number of current 50058 records in PIC on the last day of the calculation month divided by the number of families you have under lease as of that date. In the PIC Delinquency Report, the first number (top number in the equation) is referred to as "50058 received" and the second number (bottom number in the equation) is referred to as "50058 required."

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

The problem with this simple calculation for HUD is that, although HUD knows how many current 50058 records you have in PIC at any given moment (the top number), HUD relies on the occupancy status of your units as reflected in the PIC data to calculate how many families you have under lease at any given point in time. Unfortunately, the procedure HUD uses to track the occupancy/vacancy status of each of your units can lead to misleading results.

Currently, the PIC number HUD uses to estimate the number of family under lease as of the end of each month ("50058's required") is the number of ACC units in your public housing developments that are marked in the PIC unit file as "Occupied by Assisted Tenant." But under HUD's business rules in PIC, all Public Housing units available for tenancy are marked in the PIC unit file as "Occupied by Assisted Tenant" unless you manual change that status when a family vacates the unit.

In other words, all ACC unit available for occupancy have a Unit Status in PIC of “Occupied” even when you end participation on a family. You have the ability to manually change that status to “Vacant,” but if you fail to do so, the Unit Status in PIC will remain “Occupied” and it will be counted “against you” in the Delinquency rate calculation if you don’t have a current 50058 in PIC for that unit. If you do not change the Unit Status in PIC when family vacate the unit, your PIC Delinquency Report will never achieve 100% and the more units you have vacant, the lower the rate will be.

Setting the Unit Status in PIC

With the release of version 5.7.0 of the PIC system in September, 2005, you have the ability to edit the Unit Status of a Public Housing unit in PIC. For purposes of this Guide, PIC now includes two occupancy statuses for each unit. One is “Occupied by Assisted Tenant” and the other is “Vacant Or Otherwise Occupied.” Any unit with the “Occupied by Assisted Tenant” status will be included in the number of “50058’s required” in HUD’s submission rate calculation, regardless of whether the unit is actually occupied. Any unit with the “Vacant Or Otherwise Occupied” status will NOT be included in the number of “50058’s required” in that calculation and will not be counted against you in the Delinquency Report.

You must assume that all of your ACC units in PIC have a Unit Status of “Occupied” and change that status for units that are vacant in the real world. To change the Unit Status of a Public Housing unit, do the following:

Log on to PIC and selection the Housing Inventory/Development sub-module from the main menu screen as shown below.

public and indian housing information center
Release 5.7.0

PIC HEADLINES

- **KDHAP Added to PICTEST** - 10/6/2005
KDHAP to support Katrina-affected HUD families [\[full text\]](#)
- **WASS Transition - More Information** - 9/22/2005
WASS is okay for logons other than PIC [\[full text\]](#)
- **PIC Release Summary Posted** - 9/21/2005
Release 5.7 detailed summary available for download [\[full text\]](#)

[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 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.

Includes Housing Authority, Development and Demo-Dispo submodules.

When the Development sub-module loads, the following screen will appear.

Select View: Development
 Field Office HA: TX006 San Antonio
 Physical Development: TX006001 ALAZAN

Development Profile Information [Edit Development](#)

Development Name: ALAZAN
 Program Type: Low Income Rental
 Development Method: New Construction - Turnkey
 Structure Type: Walkup/Multifamily Apt (Shared Entrance)
 Acquisition Construction Date:
 DOFA Date Actual: 05/31/1942
 EIOP Date Actual: 06/01/1942
 DOFA Target Date: 05/31/1942
 EIOP Target Date: 06/01/1942
 Dwelling Structures: 119
 Non-Dwelling Structures: 2
 Scattered Site? No

On the Development tab of the sub-module, click on the down arrow next to the “Physical Development” field and select the development from the popup list which contains the unit you want to edit.

Once the correct development is selected, click on the Unit tab and the following screen will appear.

Field Office HA: TX006 San Antonio
 Physical Development: TX006001 ALAZAN

Unit Search

Building Number: Door Number:
 Entrance Number: First Name:
 Unit Number: AL0048 Last Name:
 Floor Number:

Unit Information

Units 1 to 1 of 1 [Add Units](#)
 Page No: 1 of 1

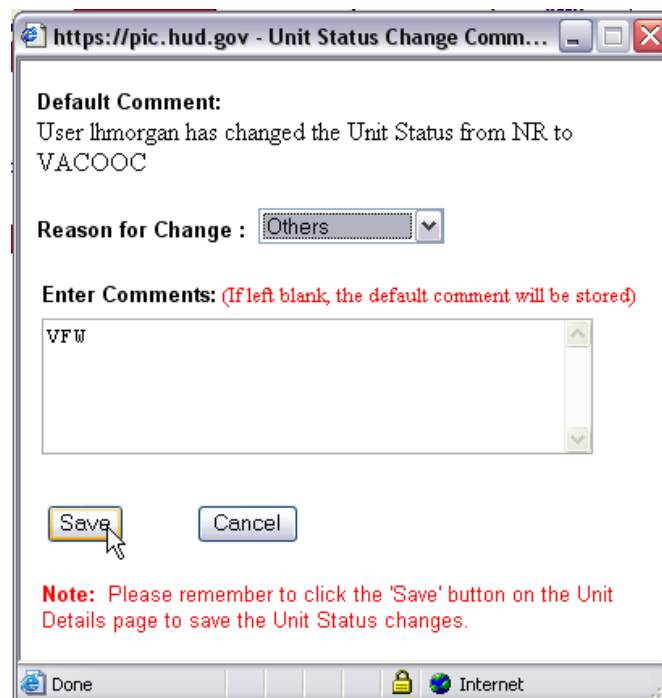
Unit Number	Unit Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
AL0048	Initial Approval Completed	CASTILLO, ROBERT	020002	2	1		

On the Unit tab, enter the number of the unit you want to edit in the “Unit Number” field and click the Search button. Once the screen refreshes, only the unit you searched for

will appear at the bottom of the screen. Click on the Unit number on the left side of the unit record and the following unit detail screen will appear.

Development	Building	Unit	Submission	Reports
Unit List		Building/Unit Data Transfer		Upload Error Report
Field Office HA:	TX006 San Antonio			
Physical Development:	TX006001 ALAZAN			
Unit Information				
Unit Number:	AL0048	Building :	020002	
Entrance Number:	2	Building Entrance Address:	102 VIOLETA	
ACC Unit Indicator:	Yes	Floor Number:	1 *	
Door Number:	<input type="text"/>	Unit Designation:	Family Unit	
Bedroom Count:	0 *	<input type="radio"/> Exception <input type="radio"/> Not Reported <input checked="" type="radio"/> Occupied by Assisted Tenant <input type="radio"/> Vacant Or Otherwise Occupied		
Unit Status Type:	Initial Approval Completed	Unit Status:		
		Effective Date:	07/24/1998	

The unit detail screen displays the Unit Status options on the right side of the screen. To change the Unit Status from “Occupied by Assisted Tenant” to “Vacant Or Otherwise Occupied”, click on the radio button next to “Vacant Or Otherwise Occupied.” When you do, the following popup box will appear.



You may enter a comment on this screen as to why your are changing the status of the unit. (For example, “vacancy fix-up work order”), but it is not necessary. In any event, click the Save button and you will see a new drop down box under Unit Status entitled “Reason For Exception” as shown in the screen below.

Development	Building	Unit	Submission	Reports	AMP Assignment	CAPFUND B&U Certification
Unit List		Building/Unit Data Transfer			Upload Error Report	
Field Office HA:	NY002 Buffalo Municipal HA					
Physical Development:	NY002016 FRANK SEDITA APTS.					
Unit Information						
Unit Number:	0116 80	Building :	0116 1			
Entrance Number:	01	Building Entrance Address:	335 SUMMER ST			
ACC Unit Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No					
Door Number:	#102 *	Floor Number:	1 *			
Bedroom Count:	1 *	Unit Designation:	Elderly Unit			
Submission Status Type	Initial Approval Completed		Unit Status:	<input type="radio"/> Exception <input type="radio"/> Not Reported <input type="radio"/> Occupied by Assisted Tenant <input checked="" type="radio"/> Vacant Or Otherwise Occupied		
		Reason for Exception:	Select Reason Select Reason Occupied by Over-Income Family Occupied by Police Officer Vacant as a result of court litigation Vacant by law Vacant due to casualty loss Vacant due to Make Ready or lease-up time Vacant due to market conditions Vacant due to natural disaster Vacant due to RMC funding Vacant u undergoing modernization			
		Effective Date:				
Head of Family Details						
As the MTCS data transfer routine has been/is being executed, all further updates to the Head of family module.						
Social Security Number:	-					
First Name:	-					
Last Name:	-					
Occupancy Date:	-					
Save						

Click the arrow next to the drop down box and select a reason from the list that explains the vacancy. In cases in which the unit is vacant because it is being readied for the next tenant, select “Vacant due to Make Ready or lease-up time” as the reason.

Below the Reason for Exception drop down, enter the Effective Date of the move out or vacancy of the unit. Then click the Save button to save your changes.

To change the status of another unit, click on the Development tab and repeat the process by first selecting the Development containing the unit you want to edit, and then clicking on the Unit tab to search for the unit and change the status of that unit.

Note: Once you have changed the status of a unit to “Vacant” in PIC, PIC will automatically change the status back to “Occupied” when you submit a New Admission record for that unit. You do not need to manually change the status to “Occupied.”

Calculating Your “Real” Submission Rate

Manually changing the Unit Status of a vacant unit to a status of “Vacant Or Otherwise Occupied” will result in a more accurate Delinquency Report. But as noted above the Delinquency Report is only updated once a month. If you want to know your “real” PIC submission rate, you can calculate it yourself at any time.

To calculate your 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 because HUD does not actually know the number of households you currently have under lease at any given time.)

The number of current 50058 records in PIC comes from PIC. The number of households you currently have under lease 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.

Public Indian Housing		
	Development Code	Development Name
<input checked="" type="checkbox"/>	NJ067002	BOILING SPRINGS GRDNS
<input checked="" type="checkbox"/>	NJ067004	HIGHLAND VIEW APTS
<input checked="" type="checkbox"/>	NJ067005	RAMSEY/MAHWAH
<input checked="" type="checkbox"/>	NJ067006	CARUCCI APTS
<input checked="" type="checkbox"/>	NJ067007	MAHWAH
<input checked="" type="checkbox"/>	NJ067008	DAVID F. ROCHE APTS
<input checked="" type="checkbox"/>	Select/Deselect All	

When the Reports tab appears you will see the MTCS Transaction Report selection screen. On that screen, select “Public Housing” as the Program Type. Then place a check mark next to the developments you want to include in the report. (If you want all developments in the report, click on the check box next to the “Select All” option.) 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: **2HNWK Newark Hub**   

Field Office: **2FPH NEWARK HUB OFFICE**

Field Office HA: **NJ067**

Database: **MTCS Current**

Program Type: **Public Housing** Total No. Of Records: **245**

Effective Date From: **06/30/1990** Effective Date To: **12/31/2009**

Developments:

Select Page Set :

Program Type : Public Housing

Type Of Action	SSN	First Name	Middle Initial	Last Name	Dev. No.	Bldg. No.	Ent. No.	Unit No.	Eff. Date
1	xxx-xx-5586	C	E	HAYDEN	NJ067002	672	9	ER7I	09/19/2007
1	xxx-xx-5001	I		JUNG	NJ067002	672	9	ER4Q	08/01/2007
1	xxx-xx-2382	S		LEE	NJ067002	672	9	ER1S	11/20/2007
1	xxx-xx-8127	S		AHN	NJ067002	672	9	ER5G	11/02/2007

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), you will have a list of all 50058 records in the current PIC database, i.e., a list of all the last 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	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	STARLETIS		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 "6" record. Then delete all records with an Action Type of "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. Once you have sorted the records, count the number of records remaining in the spreadsheet that have an Effective Date that is no more than 16 months 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 is 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 or a list of the units that are occupied in all of your developments. Then count the number of those families on that list.

Calculating Your Real Submission Rate

To get your 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) and you will have calculated your "real" PIC submission rate as of that date.

Remember, this is your "real" submission rate. HUD's calculation in the Delinquency Report is only calculated once a month and it may use different data for the number of families you have under lease. In the case of Public Housing, your calculation should match HUD's calculation in the Delinquency Report, AS LONG AS you have manually changed the Unit Status to "vacant" for all units that are not currently occupied.

Recommendations

We recommend that you review the occupancy status of your Public Housing units at the end of each calendar month by running an occupancy report from your software system. For any units that are not occupied at the end of the month, change the Unit Status in PIC to "Vacant or Otherwise Occupied." If you complete that task by the end of the calendar month, your Delinquency Report for the end of that month will be calculated correctly when it is updated on the first Friday of the following month.

Obviously as time goes by the records in PIC today will grow older and you will likely move families in and out of your units. So your PIC submission rate is constantly changing. Although it is not necessary to focus on the submission rate each day, we recommend that you manually calculate your submission rate once each month at the end of the calendar month. Then compare that rate to the PIC Delinquency Report for that same date (which is generated on the following Friday) to confirm that your "real" rate and the Delinquency Report are consistent.