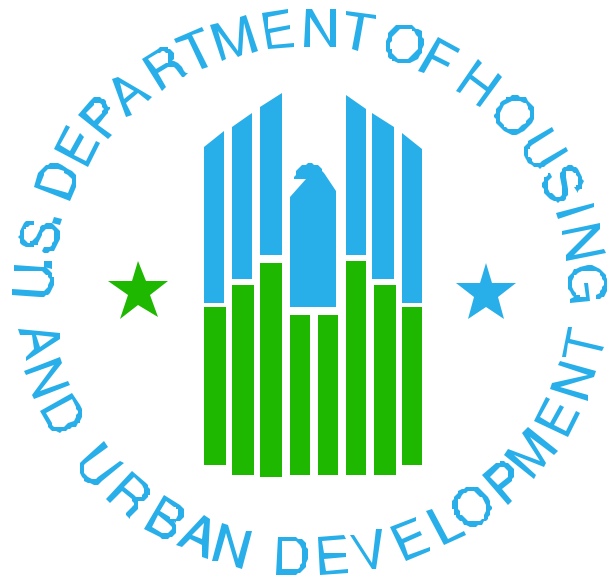


**Department of Housing and Urban Development  
Office of Public and Indian Housing (PIH)**



**Public and Indian Housing  
Inventory Management System (IMS-PIC)**

**Job Aid for Entering Unit Tenant Status Changes**

UPDATED APRIL 23, 2010

## Job Aid for Entering Unit Tenant Status Changes

Ref: PIH Notice 2010-6

**Background:** *The September, 2007 PIC release added functionality in the Development submodule to exclude units from the '50058 Required Units' to be reported on Form HUD 50058. The release also changed how units are determined to be available for occupancy. With the May, 2008 release, when a tenant move-out is processed, the units was marked as "Vacant" until a subsequent move-in is processed. The September 2009 release changed all units marked as 'Not reported' to "Vacant". Since 2006, HUD Users have been able to mark units as Non-Dwelling uses or as Merged units with the appropriate Exception reasons under the 'Exception' unit tenant status. HA users have been able to mark units directly into most of the 'Vacant or Otherwise Occupied' unit tenant status reasons in PIC, although some of the vacant sub-categories required HAs to obtain HUD approval before doing so. Either of these markings (Exception or Vacant/Otherwise Occupied) would exclude units from the "50058 Required" count. The April 2010 release addresses part 3 of the transition to revised unit tenant status definitions and processing.*

In the April 2010 PIC release, the 'Vacant or Otherwise Occupied' unit tenant status is being divided into three new unit tenant statuses 1)'Vacant', 2)'Vacant-HUD Approved', and 3)Occupied. The Vacant unit tenant status covers all vacant public housing dwelling units that do not qualify as HUD-approved vacancies. The Vacant-HUD Approved" unit status includes the 5 types of HUD-Approved vacancies. The Occupied unit status includes units that are Occupied by an Assisted Tenant as well as the former 'Otherwise Occupied' categories.

Beginning with the April 2010 release, there are two unit statuses that can be generated automatically by the IMS-PIC system when a Form 50058 is processed:

- 'Vacant' if the form is Actions 2 or 3 (old unit with unit number change indicated), or Actions 6 or 7 ( defined as **move-outs**).
- 'Occupied' if the form is Actions 1, 2 or 3 (new unit with unit number change indicated), or Actions 7 or 14 (defined as **move-ins**).

All other unit tenant statuses are user initiated, usually by an HA User.

The user-initiated unit tenant statuses fall into two overall classes:

- New Unit Tenant Status '(No HUD Approval)'
- New Unit Tenant Status '(HUD Approval Required)'

Let's look at each class in more detail.

### **New Unit Tenant Status (No HUD Approval)**

This class includes the following statuses and subgroups:

1. Occupied.
  - a. 'Occupied by an Assisted Tenant' is set automatically by a Form 50058 move-in (as it is defined on the previous page).
  - b. 'Non-assisted Employee' (full-time, non-assisted employee required to live on site as a condition of employment) ***Form 50058 not required but the unit must be designated in an approved PHA Plan.***
  - c. 'Police Officer' (sworn law enforcement officer living in a unit providing a stabilizing influence to the area) ***Form 50058 not required but the unit must be designated in an approved PHA Plan***
  - d. 'Non-assisted Tenant Over-income' ***Form 50058 not required but see Attachment A concerning when this is permitted.***
  - e. Unauthorized (occupied use not authorized by 24 CFR 990.105).
2. 'Vacant' is set automatically by a Form 50058 move-out or it can be modified manually by HA users or HUD users.
  - a. HA users can directly change the status in PIC of units from the Vacant HUD-Approved or the four 'otherwise occupied' subgroups to 'Vacant' status without HUD approval. 'Otherwise occupied' includes:
    - i. Non-assisted employee.
    - ii. Police officer.
    - iii. Non-assisted over-income tenant.
    - iv. Unauthorized occupied.
  - b. HUD users can change from 'Vacant' to 'Vacant – HUD Approved or 'Non-dwelling'.

### **New Unit Tenant Status (HUD Approval Required)**

HA users will be able to initiate proposed changes in status of units to Non-Dwelling use or to HUD-Approved vacancy status, but HUD approval in PIC will be needed before these changes take effect there.

This class requiring HUD approval of the PIC data includes the following statuses and subgroups:

1. Vacant HUD-Approved.

- a. 'Casualty Loss'.
  - b. 'Court Litigation'.
  - c. 'Market Conditions'.
  - d. 'Natural Disaster'.
  - e. 'Undergoing Modernization'.
2. Non-dwelling.
- a. 'Administrative Uses.
  - b. 'MTW Neighborhood Services.
  - c. 'Resident Amenities.
  - d. 'Special Use: Anti Drug/Crime'.
  - e. 'Special Use: Other Resident Activities'.
  - f. 'Special Use: Self Sufficiency Activities'.
  - g. 'Unauthorized' (former "conversion" unit).

*These statuses are defined in Appendix A to PIH Notice 2010-6.*

### **Other Status Changes**

After the April 2010 release, HA users will continue to request HUD users to implement in PIC changes in status that involve making units 'Merged Units' in PIC or to changing units from one type of non-dwelling use to another non-dwelling use or returning units from a non-dwelling use to 'Vacant' status as dwelling units in PIC.

There is one other status change made automatically by the system. When a Form 50058 is submitted to move a tenant out of a unit approved for Demo-Dispo, the system automatically assigns a status of 'Vacant – HUD Approved – Demo-Dispo Approved'.

### **The Unit Tenant Status Change Process**

Now let us take a look at how to process unit tenant status changes.

HA users can only select units in 'Vacant', 'HUD Approved Vacant', or 'Otherwise Occupied' status for changing.

### **HA User with New Unit Tenant Status (No HUD Approval)**

The general procedure for an HA User with New Unit Tenant Status (No HUD Approval) is as follows:

1. Go into PIC Development submodule and select the Development.
2. Select a 'vacant' unit or an 'otherwise occupied' unit in the Unit tab.

3. Click the 'Modify' button beside the 'Unit Tenant Status' field (Figure 1).
4. A new screen will open (see Figure 2).
5. Select the 'Occupied' button.
6. Use the pull-down list to select one of the 'Occupied' subgroups (Figure 3). [Units can only be made Occupied by an Assisted Tenant via the 50058 data submission.]
7. Enter the effective date of the change.
8. Select a reason for the change from the pull-down list.
9. Enter an explanatory comment and click 'Save'.
10. The change is effective on the Effective Date entered.

### **HA User with New Unit Tenant Status (HUD Approval Required)**

The general procedure for an HA User with New Unit Tenant Status (HUD Approval Required) is as follows:

1. Go into PIC Development submodule and select the Development.
2. Select a vacant unit in the Unit tab.
3. Click the 'Modify' button beside the 'Unit Tenant Status' field (Figure 1).
4. A new screen will open (see Figure 2).
5. Select the 'Vacant – HUD Approved' or 'Non-dwelling' button.
6. Select a subgroup from the associated pull-down list (Figures 4 and 5).
7. Enter the effective date of the change.
8. Select a reason for the change from the pull-down list.
9. Enter any explanatory comment.
10. Click the 'Propose Change' button.
11. The unit tenant status change will be effective on the date entered if it is approved by HUD.
12. If HUD does not approve (Rejects) it, it will not become effective.

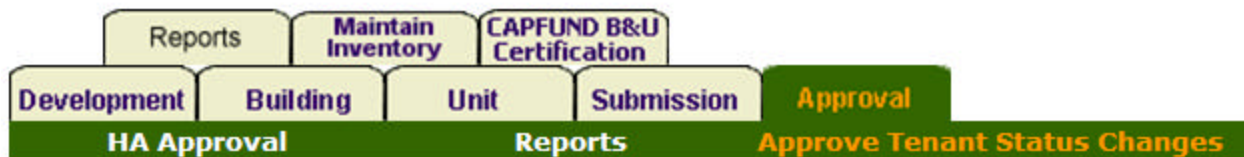
Figure 2 (page 7) is a screen shot of the new 'Unit Tenant Status Changes' screen as it first opens after the HA user clicks 'Modify'. The lower part of the screen is divided into a left and a right portion for the HA user. The left portion is for the 'New Unit Tenant Status (No HUD Approval)' actions. The right portion is for the 'New Unit Tenant Status (HUD Approval Required)' actions.



Once the ‘Propose Change’ button is hit by the HA, the proposed change in status appears in a list on a separate page under the ‘Submission’ tab shown above, which is adjacent to the right of the ‘Unit’ tab. Select the ‘Submit Tenant Status Changes’ sub-tab to see the list. Further changes to the unit data can be made after the ‘Propose Change’ button is initially clicked any time until the proposed changes are actually submitted under the Submission tab as shown in Figures 11 and 12. On the ‘Submit Tenant Status Changes’ page, all changes to the unit tenant status can be submitted at the same time. ***Submission of status changes temporarily locks all of the building and unit data until the HUD Field Office approves or rejects the proposed status changes.***

When an HA User with ‘Submission’ rights proposes the change to HUD, the system generates an automatic email notification to the assigned IMS-PIC coach in the field office, advising the coach that there is a tenant status change request from (your HA Code). As shown in Figures 13 and 14, the HUD user can approve or reject the proposals. It is done in four steps:

1. Select ‘Approve tenant status changes’ under the ‘Approval’ tab.
2. Select the ‘Approve’ or ‘Reject’ button for each status change.
3. Add comments then click ‘Save review results’.
4. Click ‘Submit Final Review Results’.



There is also a separate page on the Field Office ‘Approval’ tab for the HUD staff to approve proposed changes to unit tenant statuses.

### **HUD Staff Unit Tenant Status Change Process**

HUD staff may initiate and simultaneously approve any status change except ‘Occupied by an assisted tenant’, ‘Vacant’ (from ‘Occupied by an Assisted Tenant’), and ‘Vacant HUD Approved – Demo-Dispo Approved’ which are automated responses to Form HUD 50058.

Figure 6 shows a HUD user can click ‘Modify’ similar to an HA user. In Figures 7 through 9 you see the different layout for a HUD user initiating various unit tenant status change. The HUD user can select any status available to an HA user, then

save it as shown in Figure 10. It becomes effective immediately without further approvals.

## **Reports**

The Unit Status Summary and Unit Status Detail Reports have been modified to properly display the new unit tenant statuses. The Unit Status Summary Report summarizes status and provides monthly counts for each status option for a user-set timeframe for a selection of one or more developments. The monthly data may be taken from the first of each month or the last day of each month.

The Unit Status Detail Report lists the individual status change transactions for each status type for a user-set timeframe for a selection of one or more developments.

They are both options in the 'Reports' tab, 'Unit Reports' sub-tab, 'Report Type' pull-down list.

# Job Aid for Entering Unit Tenant Status Changes

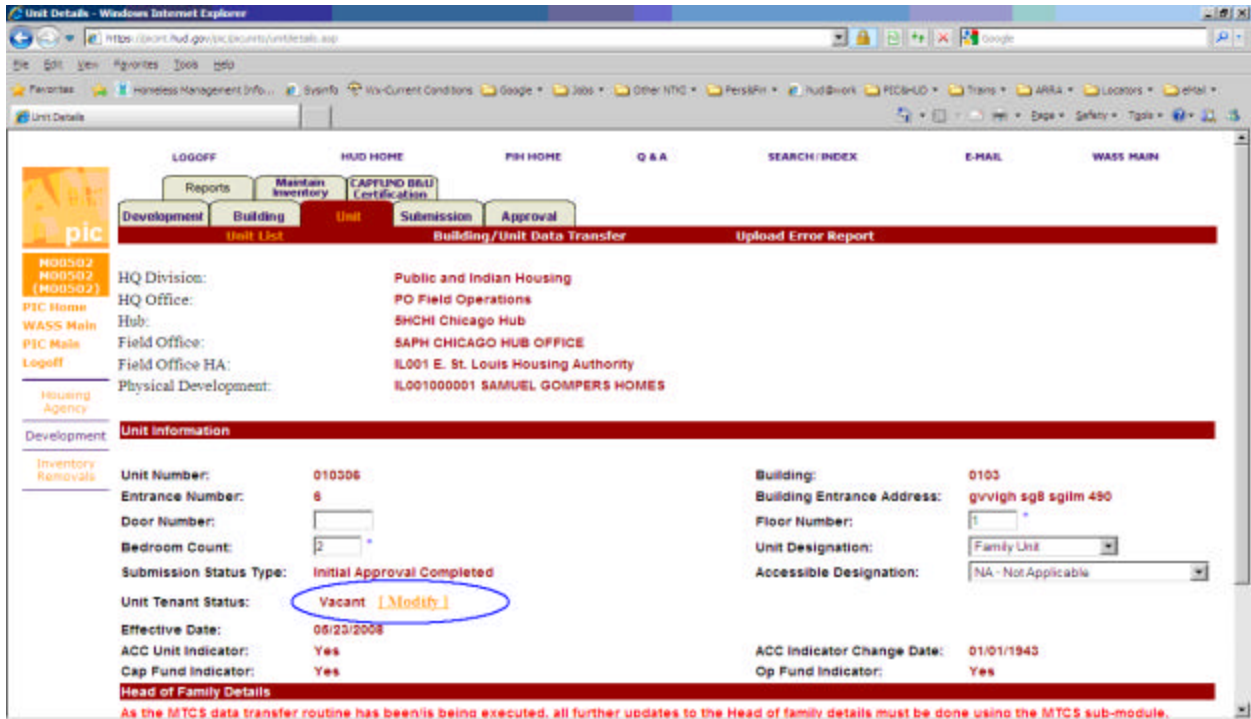


Figure 1. Unit Details screen (HA User selects 'Modify').

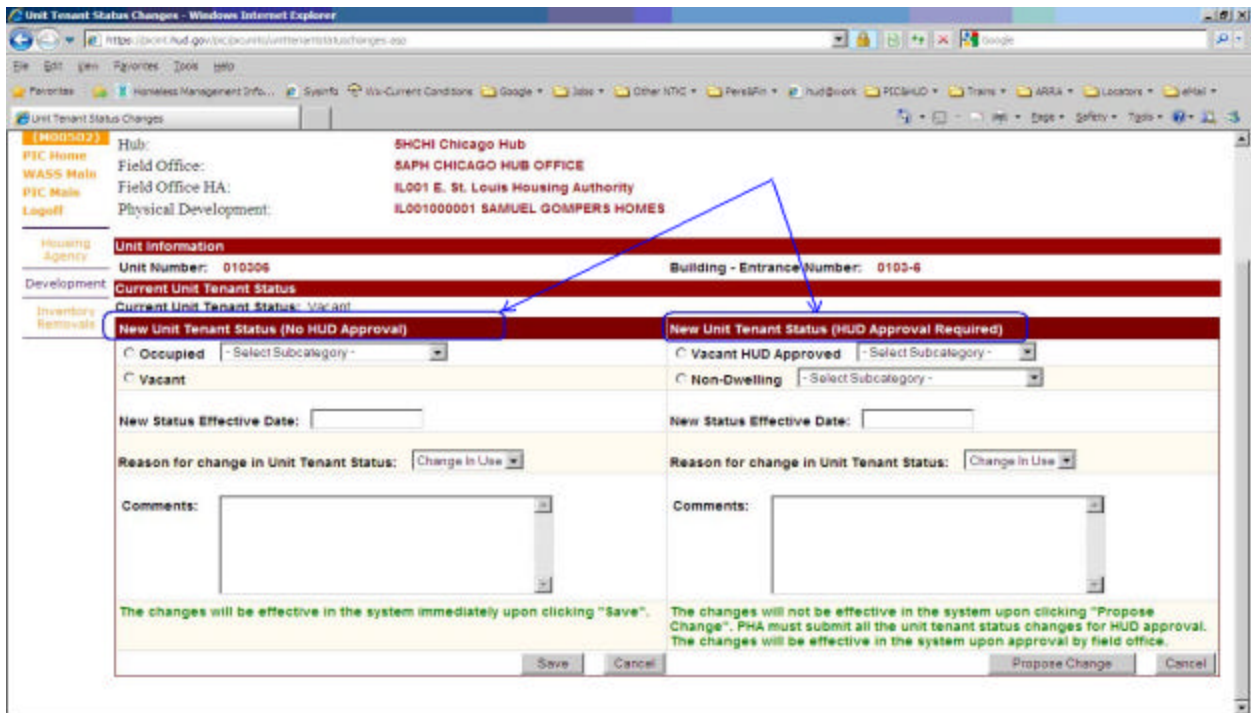


Figure 2. Unit Tenant Status Changes screen as initially opened by HA User.



# Job Aid for Entering Unit Tenant Status Changes

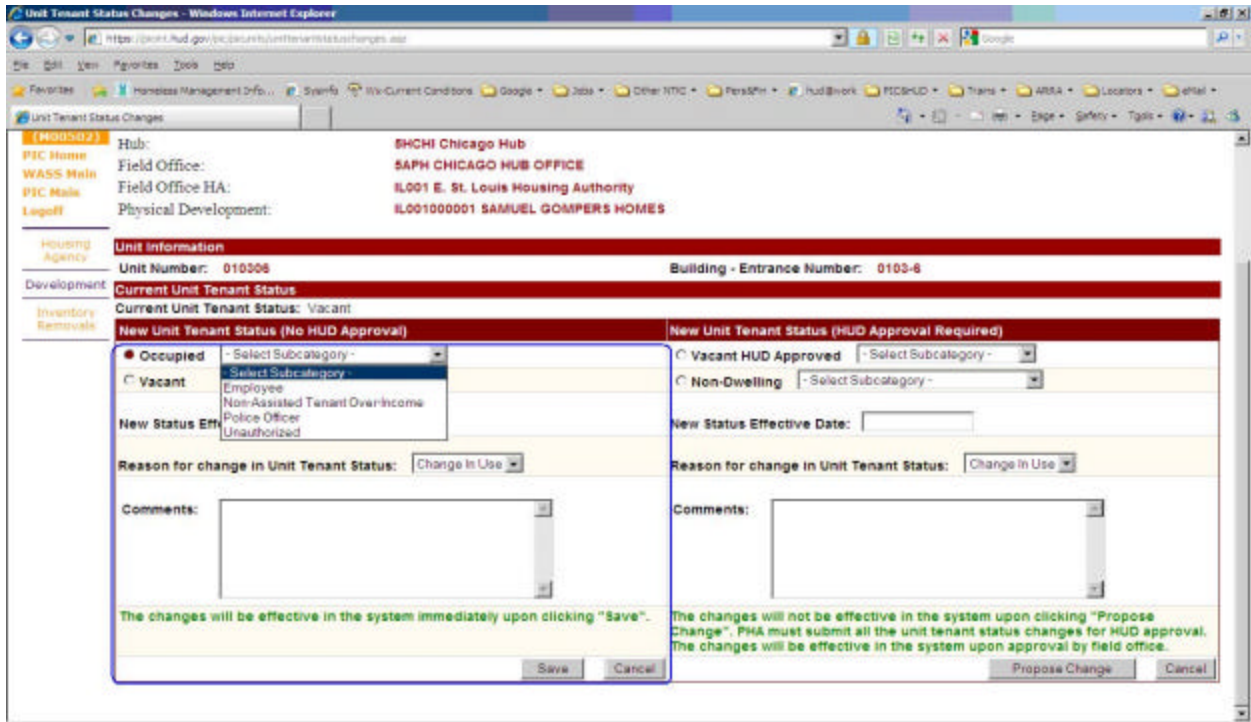


Figure 3. Unit Tenant Status Changes screen selecting an 'Occupancy' option (HA User).

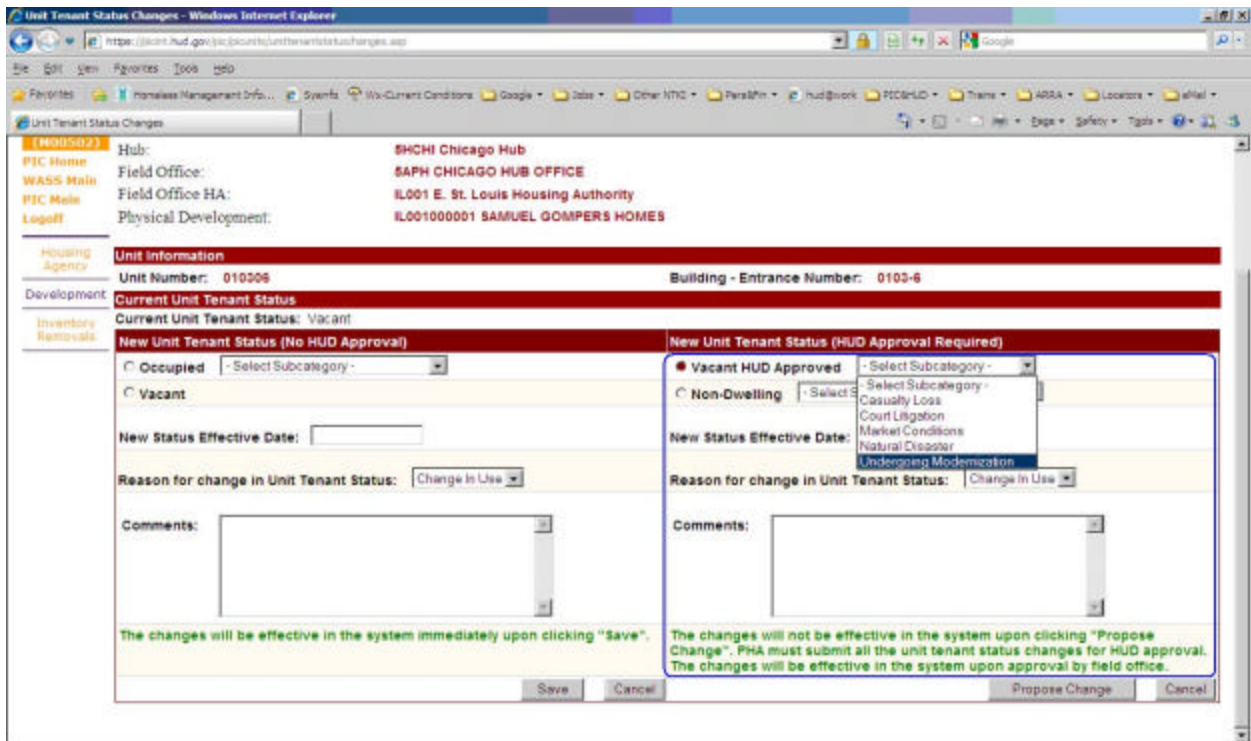


Figure 4. Unit Tenant Status Changes screen selecting a 'Vacant-HUD Approved' option (HA User).

Job Aid for Entering Unit Tenant Status Changes

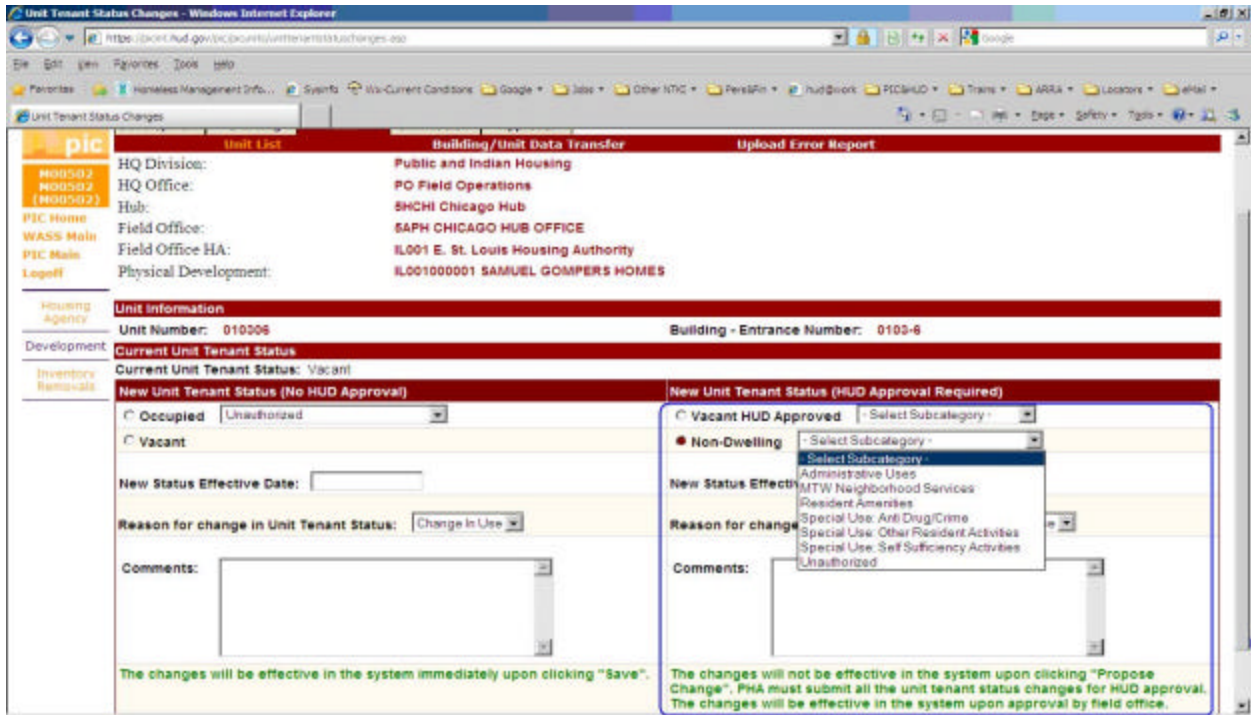


Figure 5. Unit Tenant Status Changes screen selecting a 'Non-Dwelling' option (HA User).

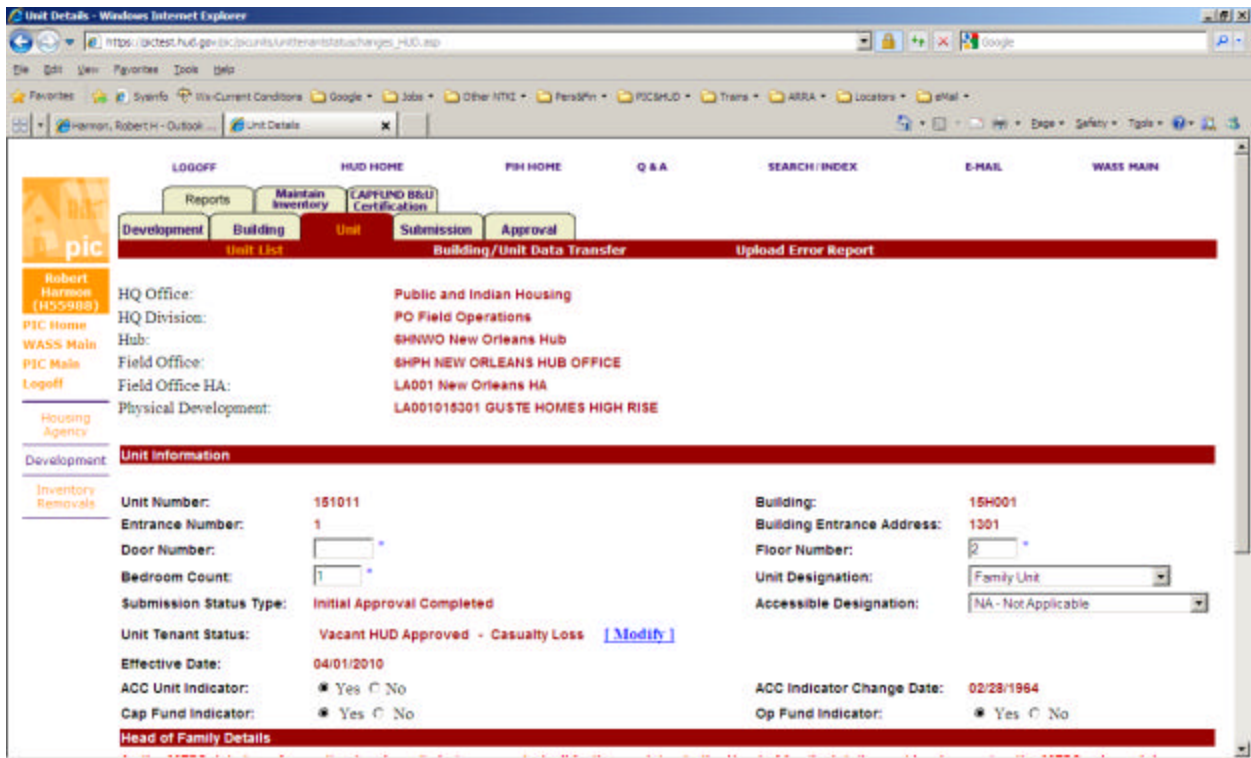


Figure 6. HUD User selects 'Modify'.

Job Aid for Entering Unit Tenant Status Changes

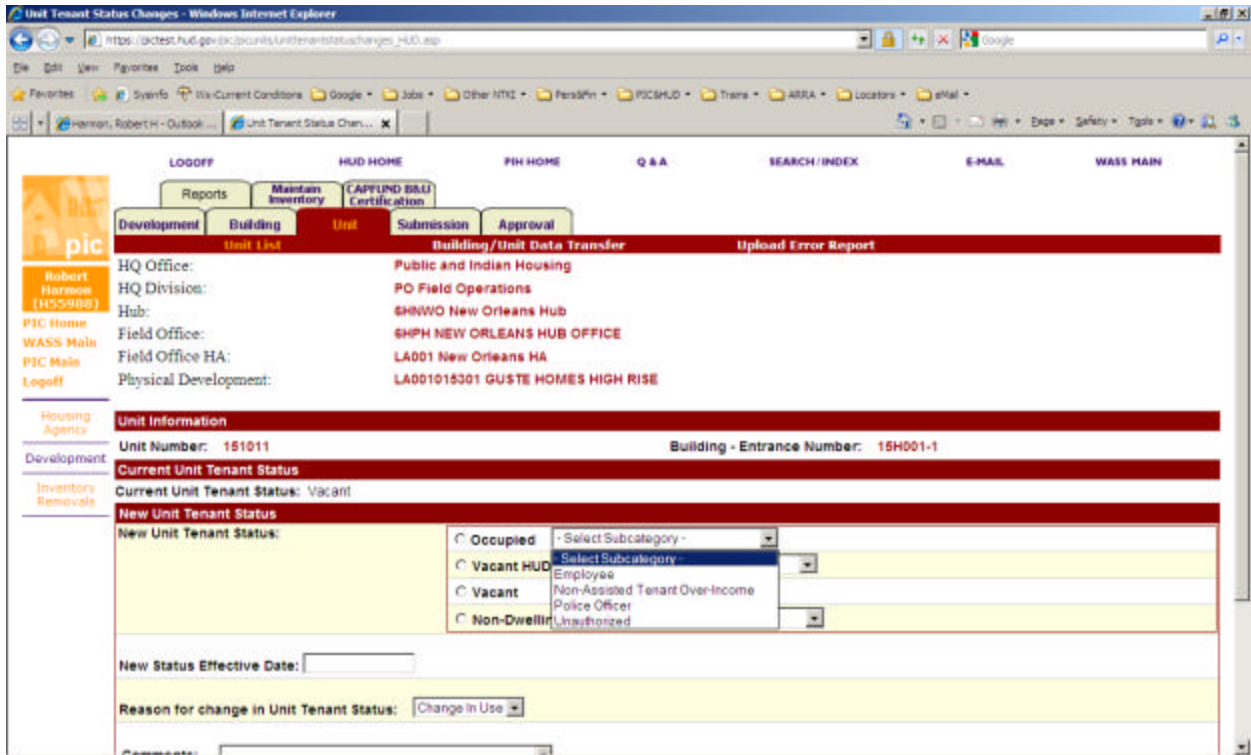


Figure 7. HUD User selects from 'Occupied'.

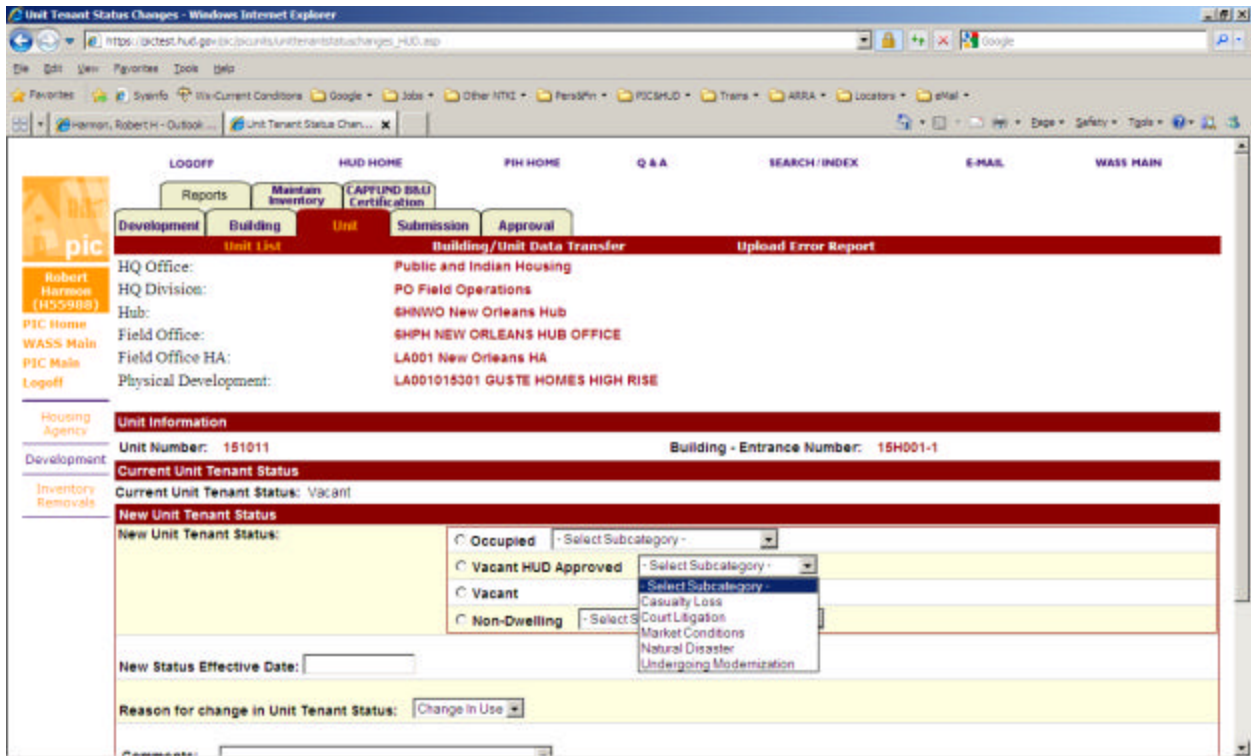


Figure 8. HUD user select from 'Vacant HUD Approved'.

Job Aid for Entering Unit Tenant Status Changes

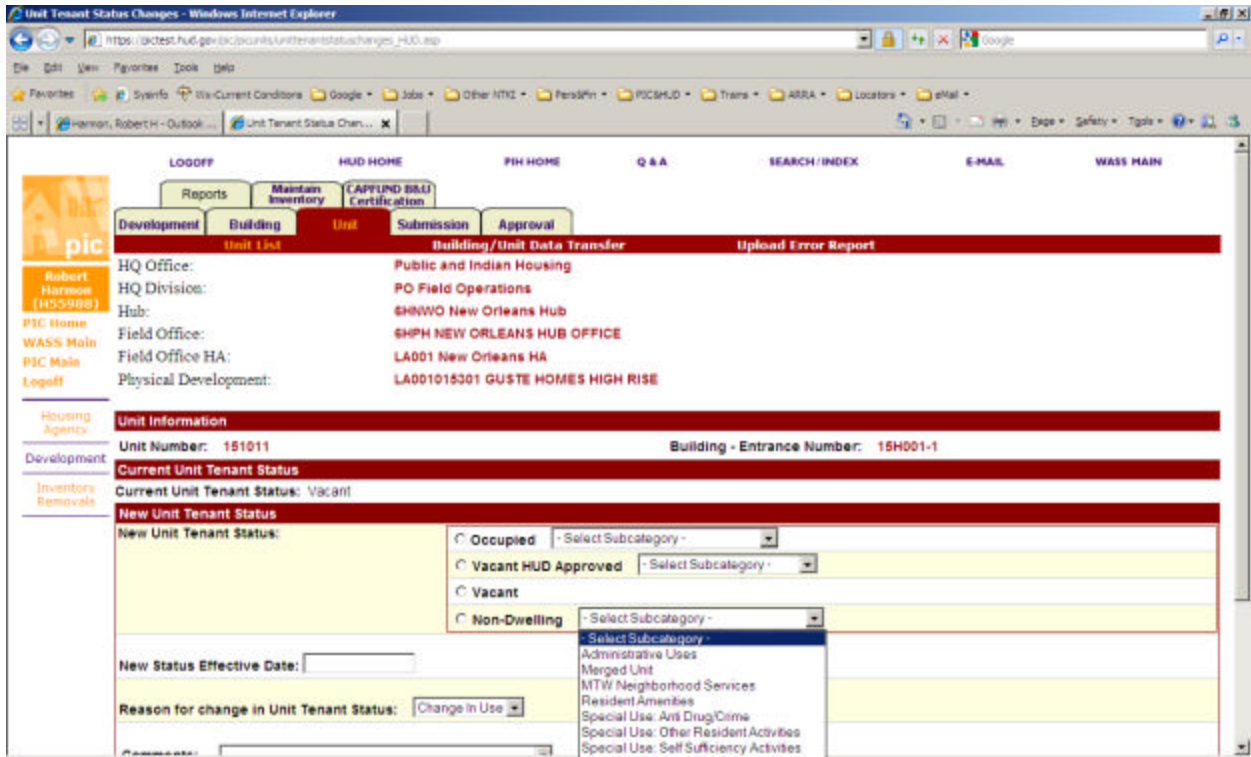


Figure 9. HUD user selects from 'Non-dwelling'.

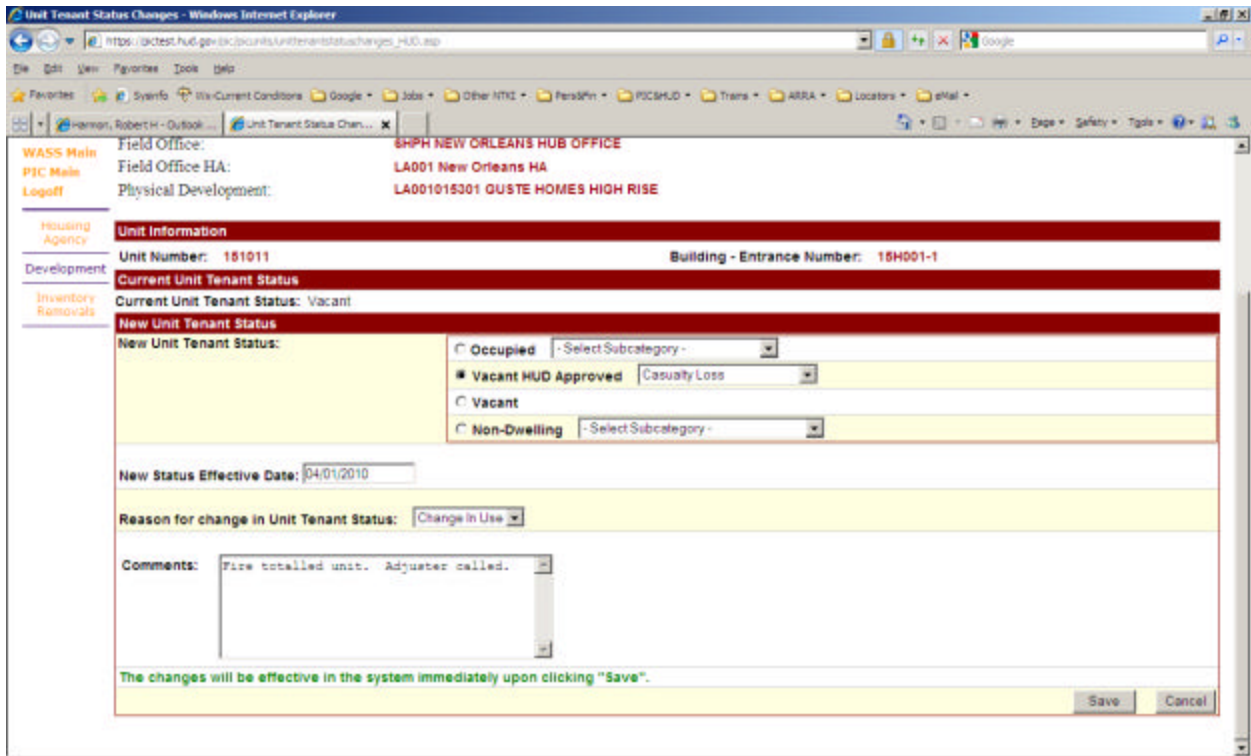


Figure 10. HUD user enters effective date, change reason and comments, then clicks 'Save'.

Job Aid for Entering Unit Tenant Status Changes

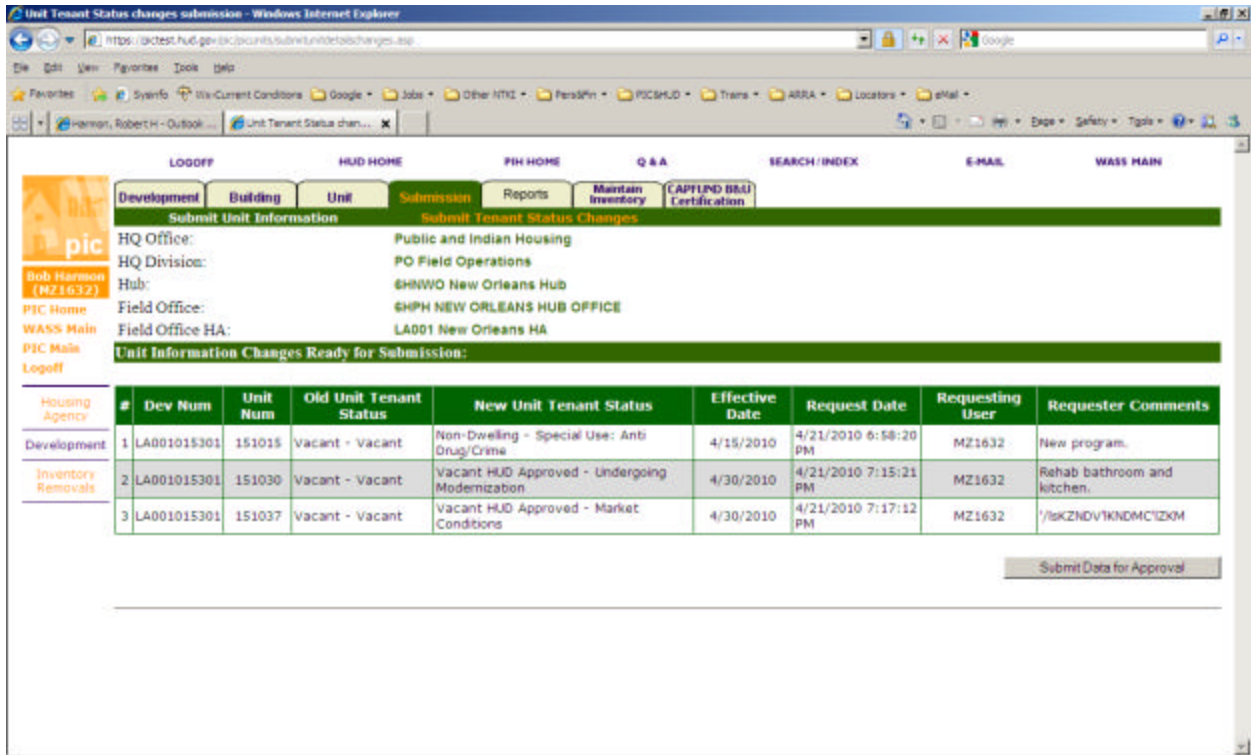


Figure 11. HA user submits proposed changes to HUD Field Office.

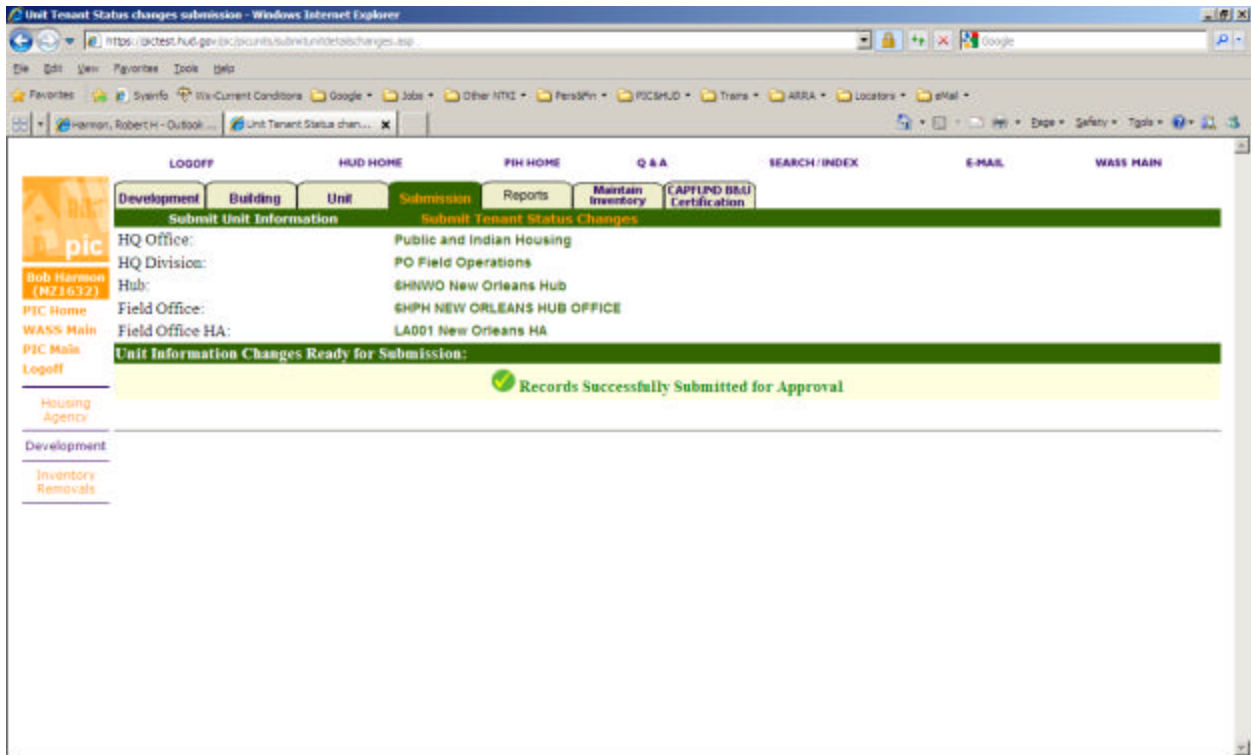


Figure 12. System acknowledges HA submission.

Job Aid for Entering Unit Tenant Status Changes

The screenshot shows a web browser window with the URL <https://dctest.hud.gov/oc/picunits/opp/viewunitdetailschanges.asp>. The page title is "Review submitted unit details changes - Windows Internet Explorer". The user is logged in as Robert Harmon (H55988). The page displays navigation tabs for Development, Building, Unit, Submission, and Approval. The "Approval" tab is active, showing "HA Approval" and "Approve Tenant Status Changes".

Unit Tenant Status Changes Submitted for Review:

Review Options: Unit Level Review [Select]

#	Dev Num	Unit Num	Old Unit Tenant Status	New Unit Tenant Status	Effective Date	Request Date	Requesting User	Requester Comments	Approve	Reject	Approval Date	Approval/Rejection Comments
1	LA001015301	151015	Vacant - Vacant	Non-Dwelling - Special Use: Anti Drug/Crime	4/15/2010	4/21/2010 7:22:16 PM	MZ1632	New program.	<input type="radio"/>	<input type="radio"/>	4/21/2010	
2	LA001015301	151030	Vacant - Vacant	Vacant HUD Approved - Undergoing Modernization	4/30/2010	4/21/2010 7:22:16 PM	MZ1632	Rehab bathroom and kitchen.	<input type="radio"/>	<input type="radio"/>	4/21/2010	
3	LA001015301	151037	Vacant - Vacant	Vacant HUD Approved - Market Conditions	4/30/2010	4/21/2010 7:22:16 PM	MZ1632	/!skZNDV!KNDMC!IZKM	<input type="radio"/>	<input type="radio"/>	4/21/2010	

Mark all displayed records as:  Approved  Rejected [Save Review Results]

[Submit Final Review Results]

Figure 13. HUD user's approval screen.

The screenshot shows the same web browser window as Figure 13. The page title is "Review submitted unit details changes - Windows Internet Explorer". The user is logged in as Robert Harmon (H55988). The page displays navigation tabs for Development, Building, Unit, Submission, and Approval. The "Approval" tab is active, showing "HA Approval" and "Approve Tenant Status Changes".

Unit Tenant Status Changes Submitted for Review:

Review Options: Unit Level Review [Select]

Successfully submitted final approval.

No records available for review.

Figure 14. System acknowledges HUD approval.

## **Attachment A. Unassisted Over-income Tenants**

Ref: a) 24 CFR 960.503.

b) Form 50058 Instruction Book, Section 10, General Rules.

Summarizing reference a), new unassisted over-income tenants may only be housed in public housing at HAs **with less than 250 public housing units**. In addition, the following must be true:

1. There are no families on the waiting list or applying for assistance.
2. Ha has publicized the opening at least 30 days before admitting over.
3. The over-income family must rent month-to-month.
4. The over-income family's lease provides they will vacate when requested.
5. The HA gives the over-income family at least 30 days to vacate.

Reference b) says that Form 50058 should not be submitted for admission of police officers or over-income unassisted tenants. ***However, the Form 50058 prohibition does not apply to an assisted tenant whose income rises above the low-income family limit.***