

United States Department of Housing and Urban Development



**JOB AID FOR BUILDING/UNIT EXCEPTIONS
AND UNIT DESIGNATIONS**

DATE: APRIL 18, 2006

Job Aid for Entering Unit Exclusions and Unit Designations

Background: The September, 2005 PIC release added functionality in the Development submodule to mark individual units as formally designated for “Elderly”, “Disabled” or “Mixed” use, or to be excluded from the units required to be reported on Form HUD 50058. The new options offer many variations and processing considerations. Some can be chosen by HA Users and others are restricted to HUD Users. We will focus here on excluding units from the Form HUD 50058 reporting requirement.

There are two possible general exclusion areas:

“Exception” which includes:

- Conversion Unit (unit split)
- Merged Unit (no longer a separate unit)
- Non-dwelling Unit Used for Anti-Drug Activities
- Non-dwelling Unit Used for Economic and Self Sufficiency Purposes
- Non-dwelling Unit Used for Other Purposed (e.g. office)
- Occupied by Non-Assisted Employee
- Occupied by Non-Assisted Person Providing Tenant or Neighborhood-Oriented Services

“Vacant or Otherwise Occupied” which includes:

Occupied by Over-income Family

- Occupied by a Police Officer
- Vacant Undergoing Modernization
- 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 (not to be used)

“Exception” exclusions must be entered by HUD Users. “Vacant or Otherwise Occupied” exclusions may be entered by HA or HUD Users.

Similarly, unit designations of “Elderly”, “Elderly and Disabled” “Family” Or “Family and Disabled” may be entered by either HUD Users or by HA Users. However, *Official Designations* of “Disabled”, “Elderly” or “Mixed” must be entered by HUD Users because the PHA’s Designation Plan must be approved by HUD.

Job Aid for Building/Unit Exclusions and Unit Designations

The chart below shows the various options at a glance. Items highlighted in yellow may be done by any user; those in turquoise must be done by HUD users.

Action Category	Pull-Down Selection Options	By HUD User	By HA User
Unit Designation	Elderly and Disabled	X	X
	Elderly Unit	X	X
	Family and Disabled	X	X
	Family Unit	X	X
	Not applicable*	X	
	Official Designation - Disabled	X	
	Official Designation - Elderly	X	
	Official Designation - Mixed	X	
Exclusion Reasons			
"Exception" button	Conversion Unit*	X	
	Merged Unit*	X	
	Non-dwelling Unit Used for Anti-Drug Activities*	X	
	Non-dwelling Unit Used for Economic Self Sufficiency Services*	X	
	Non-dwelling Unit Used for Other Purposes*	X	
	Occupied by Non-Assisted Employee	X	
	Occupied by Non-Assisted person Providing Tenant or Neighborhood-Oriented Services	X	
"Vacant or Otherwise Occupied" button	Occupied by Over-Income Family	X	X
	Occupied by Police Officer	X	X
	Vacant- Undergoing Modernization	X	X
	Vacant as a result of Court Litigation	X	X
	Vacant by Law	X	X
	Vacant due to Casualty Loss	X	X
	Vacant due to Make-Ready or Leaseup Time	X	X
	Vacant due to Market Conditions	X	X
	Vacant due to Natural Disaster	X	X
	Vacant due to RMC Funding	X	X

Now let us take a look at how to process several unit exclusion cases:

The general procedure is as follows:

1. Go into PIC Development and select the PHA (HUD user) and the Development.
2. Select a unit in the Unit tab.
3. Click "Exception" (HUD user) or "Vacant or otherwise occupied" (HA or HUD user) in Unit Status on the right.

Job Aid for Building/Unit Exclusions and Unit Designations

4. A pop-up box will ask for a comment: explain the change, then click "Save".
5. The pop-up box will close and you will then be able to pull down the "Exception" (HUD user) or "Vacant or otherwise occupied" list (whichever "Action Category" you started with) to pick one of the exclusion reasons shown in the pull-down list.
6. Click "Save" and the unit status will change to whatever exclusion reason you selected. (You may also be required to change the Unit Designation to "not applicable" in some instances).

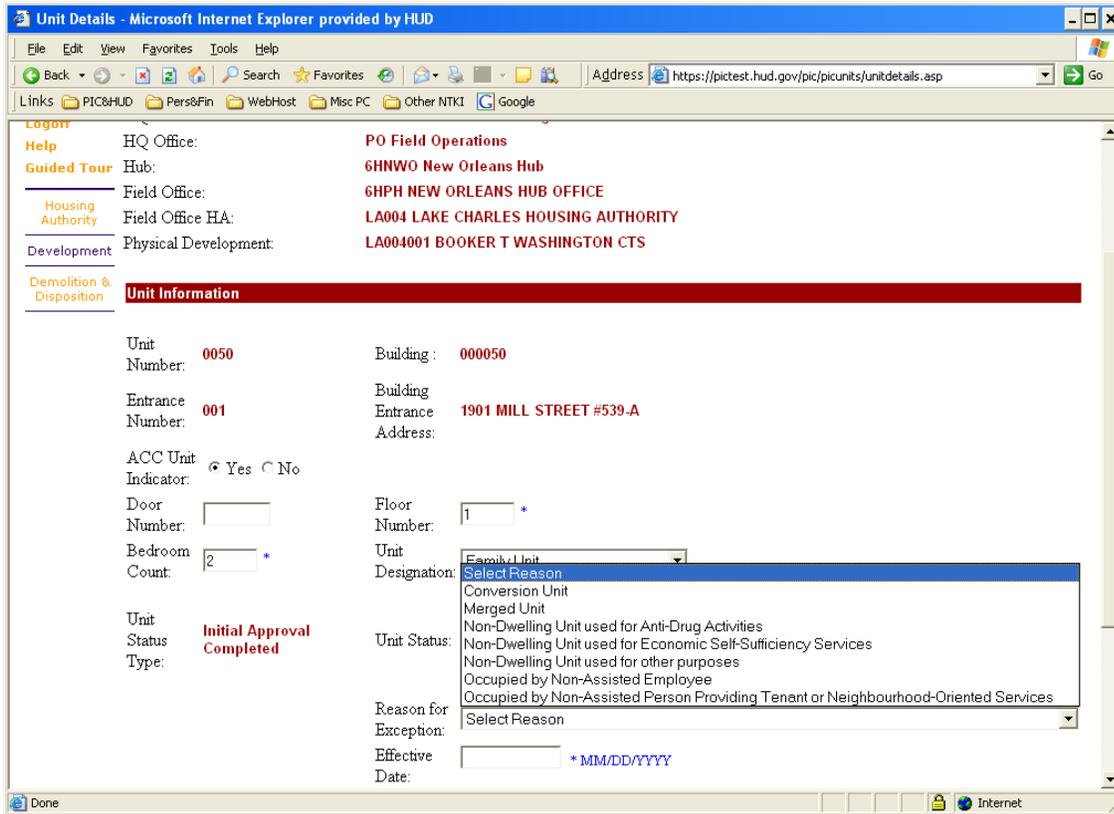
Here are the details.

HA User – Entering a “Vacant or Otherwise Occupied” Reason:

Click the “Vacant or Otherwise Occupied” radio button. A comment box opens up. Provide a comment to justify the exception or reference a file document that contains the justification. Click “Save” and the comment box closes. Click the triangle at the right edge of the “Reason for Exception” data field to open the pull-down list of exception reasons. Click a reason and the pull-down list closes. Enter the effective start date of the exclusion reason and click “Save”.

HUD User – Entering an Exception Reason:

Job Aid for Building/Unit Exclusions and Unit Designations



The system may ask you to change the “Unit Designation” to “Not Applicable”. To do so, click the “Designation” pull-down list and choose “Not applicable”. Click “Save” to complete it

