



Submitting Unit Tenant Status Changes in IMS/PIC

April 2022

Overview

The information about a PHA's units in the Development sub module in IMS/PIC can be used for a variety of different reasons within HUD. The most common being PHAS scoring, the Capital Fund Program formula, and Operating Subsidy (also called Operating Fund) calculations. Over the years many enhancements have been made to the unit data in IMS/PIC. This culminated in the September 2010 release when the unit data was again updated to make way for better tracking of vacant, occupied, merged, and non-dwelling units. It also made way for the Financial Management Division (FMD) to use the unit data for Operating Fund calculations.

PHAs should ensure that they have reviewed Notice PIH-2021-35, Guidance on Inventory Management System/PIH Information Center (IMS-PIC) Sub-Module Reporting and Validation. PHAs needs to ensure that they provide adequate explanations and documentation for why changes are being requested. HUD staff can review the unit status changes in IMS/PIC at any time and could request further information.

This document addresses the steps a PHA user needs to take to request Unit Tenant Status changes in IMS/PIC.

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Available Unit Tenant Status Categories and Subcategories

The list below is from Notice PIH-2021-35 and details each category and the subcategories under those categories. Information about each of these can be found in the notice.

- Occupied
 - Employee
 - Non-Assisted Tenant Over Income
 - Police Officer
 - MTW Neighborhood Services
 - Unauthorized
- Vacant
- Vacant HUD Approved
 - Casualty Loss
 - Court Litigation
 - Market Conditions
 - Natural Disaster
 - Undergoing Modernization
 - Demo Dispo Approved – see note below
- Non-Dwelling
 - Administrative uses
 - MTW Neighborhood Services
 - Resident Amenities
 - Special Use: Anti Drug/Crime
 - Special Use: Other Resident Activities
 - Special Use: Self Sufficiency Activities
 - Unauthorized
- Merged—**Note that this can only be done by a HUD user.** Please contact your local field office to discuss this with them. You can also reference the job aid on how to merge units in the system on the [IMS/PIC Job Aids page](#).

Important Notes

- Vacant HUD Approved—Demo Dispo Approved: Unit(s) are automatically placed into this sub-category by the IMS/PIC system after the Special Applications Center (SAC) has entered the approval date on the inventory removal application.
 - **Note:** Once a unit is in any Demo Dispo status, it cannot be modified unless the PHA submits a request to SACTA@hud.gov to see if the application can be returned to draft and provide a justification for the request.
- PHAs should consult with their local field office before selecting the Unauthorized sub-category under the Occupied or Non-Dwelling categories.
- Once a PHA has submitted Unit Tenant Status changes for field office approval in IMS/PIC, the building and unit data is locked in “read only” status (no changes can be made to any buildings or units) until the field office takes action on the proposed changes. If a PHA attempts to submit a 50058 to a unit that has a proposed or submitted Unit Tenant Status change, they will receive a fatal error and the 50058 will not be accepted by the system.

Timeline and Process for Requesting Unit Tenant Status changes

This is the process for requesting a Unit Tenant Status change. The IMS/PIC specific steps are provided later in this document. These steps will help ensure that both PHA and HUD field office staff can complete this process in a timely manner. If you have any questions, please contact your local field office.

- ☐ Determine which category and sub-category in Notice PIH-2021-35 fits the use of the unit(s) you want to request approval for.
 - ☐ Gathered any documentation required per Notice PIH-2021-35.
 - ☐ Follow the information provided in Notice PIH-2021-35 in Section 5.2 (page 6) for requesting approval from the local field office. See pages 4-5 of Notice PIH-2021-35 for information on field office approval for all categories and sub-categories.
 - This includes the Occupied sub-categories, which do not currently require approval in IMS/PIC but **do require approval** by the field office per the notice.
 - ☐ Once the PHA receives the approval letter, they can use the steps in this document to request the Unit Tenant Status change for the affected unit(s). Make sure the effective date matches what was started in the letter.
 - ☐ Once you have completed the necessary steps in IMS/PIC, it is recommended that you let your local HUD field office know that this part of the process is completed. This will help ensure that the rest of the process is completed in a timely manner. The field office will review the request in IMS/PIC to ensure that it matches the PHA's approved request. If it does, the field office will approve the request and the requested Unit Tenant Status will be considered the current Unit Tenant Status for the unit.
 - ☐ If you need to apply for an extension to an existing approval, it should be done as soon as you know that you will need an extension and before the current approval expires, when at all possible.
 - ☐ If a unit in an approved Unit Tenant Status sub-category no longer qualifies for the approved use, the approval has expired, or you no longer wish to use the unit for the approved use, you will need to change the Unit Tenant Status to Vacant. **Exceptions to this are:**
 - A unit is occupied by an assisted tenant **prior** to a current approval expiring. For the following Unit Tenant Status sub-categories, you can submit a 50058 to occupy the unit without changing the Unit Tenant Status to Vacant first.
 - Vacant HUD Approved—Undergoing Modernization
 - Vacant HUD Approved—Court Litigation
 - Vacant HUD Approved—Natural Disaster
 - Vacant HUD Approved—Casualty Loss
 - Vacant HUD Approved—Market Conditions
- Note: This does not apply to Vacant HUD Approved—Demo Dispo Approved or any of the Non-Dwelling sub-categories.** See page 3 for additional information about Demo Dispo Approved units. Non-Dwelling units must have the Unit Tenant Status changed to Vacant before IMS/PIC will accept any 50058 submissions.

Requesting Unit Tenant Status Changes in IMS/PIC

The instructions below outline how to request Unit Tenant Status changes in IMS/PIC and, if necessary, how to submit them in the system to the local field office for approval. Please ensure that you follow each step carefully to prevent unnecessary work by PHA and/or local field office staff and delays in showing the correct Unit Tenant Status in IMS/PIC.

Proposing a Unit Tenant Status change

1. Log into Secure Systems and access PIC from your Main Menu. The website address for the Secure Systems login page is http://portal.hud.gov/hudportal/HUD/program_offices/public_indian_housing/reac/online and single click on Login here.
2. After you are in IMS/PIC, on the left side of the screen there are some modules, single click on the Development sub module under the Housing Inventory module. Note: if you are already in IMS/PIC but in another sub module you can get the PIC Main page to access Development by single clicking on the PIC Main link on the left side of page you're on.
3. You will need to read and agree to the Privacy Act statement before you proceed if you have not already done so in this IMS/PIC session. Once you are in the Development sub module you will see a row of tabs at the top of the page. Single click on the Unit tab. See the screen print below. Note: if you have more than one development, you will need to select the development you want to work in from the Physical Development drop down box **BEFORE** single clicking on the Unit tab.

Reports Maintain (CAPLUND B&U) Licensure
Development Building Unit Submission Approval
Profile List Address Contact

Select View: Development
HQ Office: Public and Indian Housing
HQ Division: PO Field Operations Select
Hub: 7HKNC Kansas City Hub Select
Field Office: 7DPH OMAHA PROGRAM CENTER Select
Field Office HA: NE039 COLERIDGE Select
Physical Development: NE039000001 RIDGE VIEW MANOR
Development Profile Information

4. The Unit List page is presented to you. In the unit list find the unit number you want to edit the unit tenant status for. Under the Tenant Name column, it should say Vacant. Users cannot edit the unit tenant status for a unit occupied by an assisted tenant, which is denoted by a name in the Tenant Name column. Single click on the unit number, which is a link, for the unit you wish to edit.

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Edit Effective Dates?	Delete Unit?
1	Initial Approval Completed	ZEBMC, M	1	1	1	1	Edit	
10	Initial Approval Completed	Merged Unit	3	2	1	10	Edit	
11	Initial Approval Completed	ZMABIGZI, I	3	3	1	11	Edit	
12	Initial Approval Completed	TKEJIZIL, U	3	4	1	12	Edit	
13	Initial Approval Completed	ZYUBIZ, M	4	1	1	13	Edit	
14	Initial Approval Completed	VACANT	4	2	1	14	Edit	
15	Initial Approval Completed	VACANT	4	3	1	15	Edit	

5. On the Unit Details page for the unit number you clicked on you will see many details about that unit. On the left side of the page you will see the Unit Tenant Status area (highlighted in the screen print below). The current Unit Tenant Status will appear next to this (by default, IMS/PIC will set it to Vacant when a 50058 vacates a unit). To change the Unit Tenant Status single click on the

Modify link to the right of the current Unit Tenant Status. *Note you will not see the Modify link if the unit is occupied or is a merged unit. Also, units with any Demo Dispo status cannot be edited due to their Demo Dispo status. If a unit must be edited, please contact SACTA@hud.gov to see if the application can be returned to draft status so that the unit can be removed, modified, and after approval put back into the application so the application can be submitted again. Information about editing inventory in draft applications can be found on the [IMS/PIC Job Aids page](#).*

Unit Information	
Unit Number:	0301
Entrance Number:	1
Door Number:	
Bedroom Count:	1
Unit Designation:	General Occupancy [Modify]
Unit Tenant Status:	Vacant [Modify]
Effective Date:	08/31/2010
ACC Unit Indicator:	Yes
Cap Fund Indicator:	Yes
Building:	3
Building Entrance Address:	1505 P ST
Floor Number:	1
Submission Status Type:	Initial Approval Completed
Accessible Designation:	Not Applicable [Modify]
ACC Indicator Change Date:	09/30/1968
Op Fund Indicator:	Yes

6. You are presented with the Unit Tenant Status Changes screen. There are two types of changes that can be made (1) changes where no HUD approval is required in IMS/PIC but is required by the local field office and (2) changes where HUD approval is required both in IMS/PIC and by the local field office. The screen prints below illustrate the layout of this page as well as the selections that can be made. Once you have determined the Unit Tenant Status that you need to select, make that selection from the correct side of the page. Make sure to select the radio button to the left of the category you are making a selection from.
 - Changes not requiring HUD approval—these include the occupied sub-categories, except Assisted Tenant, and changing a unit back to Vacant after it has been in a Vacant HUD Approved or Occupied Unit Tenant Status. Examples of occupied statuses include employee, non-assisted tenant over income, police officer, and MTW Neighborhood Services. **Notice PIH-2021-35 requires that all occupied sub-categories be approved**; however, due to an issue in updating IMS/PIC when the notice was published the occupied category appears under this side of the page. It is hoped that IMS/PIC will be corrected in a future system release. The local field office will require PHAs to submit a formal request for occupied sub-category changes **BEFORE** the Unit Tenant Status is changed to any Occupied sub-category. Changes to Vacant status do not require HUD approval.
 - Changes requiring HUD approval—these include HUD approved vacancies and non-dwelling units. You will be required to provide documentation to the local field office to support your proposed change. In addition to the notice, contact your field office for information about what documentation is required.

Development	Building	Unit	Submission	Reports	Maintain Inventory	CAPFUND B&U Certification
Unit List		Building/Unit Data Transfer			Upload Error Report	
Field Office HA:		NE				
Physical Development:		NE				
Unit Information						
Unit Number: 0301		Building - Entrance Number: 3-1				
Current Unit Tenant Status: Vacant		Current Status Effective Date: 08/31/2010				
New Unit Tenant Status (No HUD Approval)			New Unit Tenant Status (HUD Approval Required)			
<input type="radio"/> Occupied - Select Subcategory - <input checked="" type="radio"/> Vacant			<input type="radio"/> Vacant HUD Approved - Select Subcategory - <input type="radio"/> Non-Dwelling - Select Subcategory -			
New Status Effective Date: <input type="text"/>			New Status Effective Date: <input type="text"/>			
Reason for change in Unit Tenant Status: Change In Use			Reason for change in Unit Tenant Status: Change In Use			
Comments: <input type="text"/>			Comments: <input type="text"/>			
The changes will be effective in the system immediately upon clicking "Save".			The changes will not be effective in the system upon clicking "Propose Change". PHA must submit all the unit tenant status changes for HUD approval. The changes will be effective in the system upon approval by field office.			
Save Cancel			Propose Change Cancel			

Unit Tenant Status Modification page

New Unit Tenant Status (No HUD Approval)	
<input type="radio"/> Occupied <input checked="" type="radio"/> Vacant	Select Subcategory - Employee MTW Neighborhood Services Non-Assisted Tenant Over-Income Police Officer Unauthorized
New Status Effective Date: <input type="text"/>	
Reason for change in Unit Tenant Status: Change In Use	
Comments: <input type="text"/>	
The changes will be effective in the system immediately upon clicking "Save".	
Save Cancel	

Occupied sub-categories

New Unit Tenant Status (HUD Approval Required)	
<input checked="" type="radio"/> Vacant HUD Approved <input type="radio"/> Non-Dwelling	Select Subcategory - Casualty Loss Court Litigation Market Conditions Natural Disaster Undergoing Modernization
New Status Effective Date: <input type="text"/>	
Reason for change in Unit Tenant Status: Change In Use	
Comments: <input type="text"/>	
The changes will not be effective in the system upon clicking "Propose Change". PHA must submit all the unit tenant status changes for HUD approval. The changes will be effective in the system upon approval by field office.	
Propose Change Cancel	

Vacant HUD Approved sub-categories

Non-Dwelling sub-categories

- Update Unit Details

Important things to note before you proceed:

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Submitting Unit Tenant Status changes for HUD approval

10. If you proposed a change that requires HUD approval, you must also submit that proposed change to the field office for approval. If you want to propose a change to more than one unit, please ensure you have completed all proposals prior to continuing with this step. To submit your proposed change(s) single click on the Submission tab at the top of the page.

- Only users with the submit role are allowed to perform this function. If you cannot see the Submission tab or cannot do the steps below, please discuss this with your Executive Director or other staff person who has been assigned this role.

The screenshot shows the top navigation bar with tabs: LOGOFF, BUILDING, Unit, Submission (highlighted with a blue circle), Reports, Maintain Inventory, CAPFUND BRU Certification, Q & A, SEARCH / INDEX, E-MAIL, and WASS MAIN. Below the navigation bar is a red bar with links: Unit List, Building/Unit Data Transfer, and Upload Error Report. The unit information section shows: Field Office HA: NE090 AURORA, Physical Development: NE090000001 CROSSROADS COURT, Unit Number: 0301, and Building: 3.

11. On the Submission page single click on the **SUBMIT UNIT STATUS CHANGES** link to go to the page where you will submit your request. Please see the screen print following this step for where the link is located.

The screenshot shows the 'Submit Unit Status Changes' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar is a green bar with the link 'Submit Unit Status Changes' (highlighted with a red circle). The page title is 'NE'. Below the title is a green bar with the text 'Enter Comments and Submit Unit Information'. There is a text area for 'Submission Comments' with the label 'SBMT'. Below the text area is a blue link: 'All changes are subject to approval by Field Office personnel.' At the bottom right are two buttons: 'Submit Data For Approval' and 'Save'.

12. On the Submit Unit Status Changes page you will see a listing of all the proposed Unit Tenant Status changes you have made. To submit the proposed changes single click the Submit Data For Approval button.

- You cannot choose just a portion of the listed proposals to submit. When you submit the data for approval all proposals will be submitted.
- The building and unit data will be in read only status until the field office takes action on the submission. You will not be able to submit a 50058 for a unit while it has a status of Status Changes Proposed or Status Changes Submitted.

The screenshot shows the 'Submit Unit Status Changes' page with a table of proposed changes. The table has the following columns: #, Dev Num, Unit Num, Change Type, Old Value, New Value, Effective Date, Request Date, Requesting User, and Requester Comments. The table contains one row of data. Below the table is a button 'Submit Data for Approval' (highlighted with a red circle).

#	Dev Num	Unit Num	Change Type	Old Value	New Value	Effective Date	Request Date	Requesting User	Requester Comments
1	NE090000001	0301	Unit Status/Reason Change	Vacant	Vacant HUD Approved - Market Conditions	10/1/2010	12/6/2010 4:38:04 PM		Cannot rent unit after multiple marketing attempts.

13. Notify your local field office that you have submitted Unit Tenant Status changes in IMS/PIC and provide them with the required documentation.
14. When you are finished you can either log out of IMS/PIC using the Logoff link on the left side of the page or navigate to other areas of IMS/PIC to do other tasks.

If You Are Unable to Complete These Steps

Below is a list of the most common issues that can prevent being able to propose and submit a Unit Tenant Status change.

- If you think that you've changed a unit's Unit Tenant Status but it is not reflected in IMS/PIC, repeat steps 3-9 above making sure that you single click the correct button – the Save button for changes not requiring HUD approval and the Propose Change button for changes requiring HUD approval.
- On the Unit Details page for the unit you want to change, look at the bottom of the page to ensure you have not already proposed a change that needs to be submitted for approval (submission is covered in steps 10-14).
- Make sure the unit is not Occupied by Assisted Tenant—if there is a tenant name showing up in the Unit List or on the unit details page for that unit it is occupied. The Unit Details page will also show a status of Occupied by Assisted Tenant. If the unit is not occupied by an assisted tenant, contact your PIC Coach via email including the unit number (and development number if you have more than one) and your full name (so that we can check your access rights if needed).

Checking the status of Unit Tenant Status changes

If you want to check to see if your proposed unit tenant status change has taken affect you can return to the Unit List page (see step 3 above for how to get there). Below is a summary of how to view the data.

The request has been approved: If the status for the unit says “Initial Approval Completed”, you should see the new Unit Tenant Status category in the Tenant Name column. For example, if you requested the unit by in Vacant HUD Approved – Undergoing Modernization, you will see Vacant HUD Approved in the Tenant Name column.

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Edit Effective Dates?	Delete Unit?
W90011	Initial Approval Completed	Vacant HUD Approved	WB300	1	1		Edit	

The request has not been submitted: If the status for the unit says “Status Changes Proposed”, you have not submitted your proposed change for field office approval. To do this by following steps 10-14 above.

Unit Number	Submission Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
0101	Initial Approval Completed	CARLSON, E	1	1	1		
0102	Initial Approval Completed	MOUL, L	1	1	1		
0103	Initial Approval Completed	CHRISTOFFERSON, J	1	1	1		
0104	Initial Approval Completed	GOESCH, W	1	1	1		
0201	Initial Approval Completed	MODEROW, J	2	1	1		
0202	Initial Approval Completed	JENNINGS, B	2	1	1		
0203	Initial Approval Completed	HAVLIK, L	2	1	1		
0204	Initial Approval Completed	HRUZA, B	2	1	1	0204	
0301	Status Changes Proposed	VACANT	3	1	1		
0302	Initial Approval Completed	DAVIS, B	3	1	1		

The request is under review: If the status for the unit says “Status Changes Submitted” the change you proposed and submitted is awaiting field office review. The Tenant Name column will reflect the current status of the unit, e.g. Vacant, until your proposed change is approved. You should ensure that you have notified your local field office that you submitted Unit Tenant Status changes in IMS/PIC and that you have provided them with the required documentation for that change. If you have not done one or both these things, you should do so at this time, otherwise the field office will not be able to review your request.

18 #	Initial Approval Completed	OCCUPIED	B4	1	1		
19 #	Status Changes Submitted	VACANT	B4	1	1		
2 #	Initial Approval Completed	OCCUPIED	A2	1	1		

Important Tips for Entering and Maintaining Data into IMS/PIC

The items below should assist PHA users to understand how to enter and maintain data in IMS/PIC. It is a PHA's responsibility to ensure that their data in IMS/PIC, including Unit Tenant Statuses, are accurate at all times.

Data Accuracy

PHAs should always ensure that the Unit Tenant Status data in IMS/PIC is accurate. If a unit no longer meets the conditions of a category or sub-category the unit should be changed to the appropriate one. For instance, if a unit has been marked as Vacant HUD Approved – Undergoing Modernization but modernization work is no longer being performed in the unit, the unit should be marked Vacant and the effective date will be when the work was completed.

Rules for Effective Dates

- Double check your work! If the user types the year as 2081 instead of 2018, they user will be unable to fix this.
- PHAs cannot enter a date earlier than the current effective date for the unit. If a user attempts to enter an earlier effective date they will receive an error message.
- While a PHA may enter a date in the future (after the current calendar date), users must remember that they cannot change these dates once they are entered.
- In very rare cases, the field office may request that a super user correct an effective date. Detailed documentation from the PHA as to why the error was made and the correct effective date will need to be provided. If such requests from a specific user or PHA are a frequent occurrence, the field office will discuss the situation with the PHA.

Data Cannot Be Deleted

Data cannot be deleted from IMS/PIC, including Unit Tenant Status changes. PHAs need to ensure they enter the Unit Tenant Status subcategory and effective date correctly. HUD staff must ensure that they carefully review all PHA submissions. Of special note, if a user makes a Unit Tenant Status change that does not require HUD approval and realizes they made a mistake, it cannot be reversed by any type of user! **It is better for a user to double check their work before saving it than to have inaccurate data in the system.**

IMS/PIC Unit Data Guidance

Below is a list of notices and regulations that have been related to IMS/PIC and the unit data in IMS/PIC. Note that this list may not be all inclusive and that some of these notices have expired. This list is being provided to show the progression of changes that have taken place over the years and what has been required of PHAs.

Notices Related to Unit Status

- Notice PIH-2006-36, Guidance on Unit Status Categories in the Development Sub-module of the Office of Public and Indian Housing (PIH) Information Center (PIC) and Revised Form HUD-50058 Reporting Recommendations
- Notice PIH-2010-6, Changes to Unit Reporting in Public Housing Information Center (PIC)
- Notice PIH-2011-7, Guidance on IMS/PIC Development Sub-Module Reporting and Validation
- Notice PIH-2021-35, Guidance on Inventory Management System/PIH Information Center (IMS-PIC) Sub-Module Reporting and Validation. **Note that this notice supersedes and replaces Notice PIH-2011-7 and remains in effect until amended, superseded, or rescinded.**
- Notice PIH-2022-03, Guidance on Unit Designation Categories and Accessible Designation Categories in IMS/PIC

Notices Related to Development Regroupings

- Notice PIH-2006-10, Identification of Projects for Asset Management
- Notice PIH-2007-28, Changes in the Project Numbering System and Process for Requesting Changes in Project Identifications

Notices Related to Form-50058 Reporting

- Notice PIH-2010-25, Timely Reporting Requirements of the Family Report (form HUD-50058 and form HUD- 50058 MTW) into the Public and Indian Housing Information Center
- Notice PIH-2011-65, Timely Reporting Requirements of the Family Report (form HUD-50058 and form HUD- 50058 MTW) into the Public and Indian Housing Information Center
- Notice PIH-2016-08, Inventory Management System/PIH Information Center (IMS/PIC) Family Self-Sufficiency (FSS) Reporting and FSS Program Portability Provisions

Various Applicable Regulations

- 24 CFR 960.503 Occupancy by over-income families
- 24 CFR 960.505 Occupancy by police officers
- 24 CFR 990 Operating Fund regulations

Additional guidance could also be published at a later date and should be used when working with IMS/PIC.

PIH Notices can be obtained at <http://www.hud.gov/offices/pih/publications/notices/>

You can find the Code of Federal Regulations (CFR) online at <http://www.ecfr.gov> Housing and Urban Development regulations are found in Title 24.