Submitting Unit
Tenant Status
Changes in IMS-PIC

March 2019
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-2011-7, Guidance on IMS-PIC Development 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-2011-7 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
  - 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.

**Important Notes**

- **Vacant HUD Approved—Demo Dispo Approved:** Unit(s) are automatically placed into this subcategory by the IMS-PIC system after the Special Applications Center (SAC) has entered the approval date on the inventory removal application AND the unit(s) are in Vacant status.
- **PHAs should consult with their local field office before selecting the Unauthorized sub category under the Occupied or Non-Dwelling categories.**
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-2011-7 fits the use of the unit(s) you want to request approval for.
- Gathered any documentation required per Notice PIH-2011-7.
- Use the steps in this document to request the Unit Tenant Status change of the affected unit(s). See page 3 of Notice PIH-2011-7 for information on field office approval for all categories and sub categories.
  - Note that the Occupied sub categories do not require approval in IMS-PIC at this time but do require approval by the field office. For this reason, it is suggested that you work closely with your local field office before requesting this change in IMS-PIC since it cannot be deleted. This will prevent data errors due to requesting a change to an Occupied sub category that that the local field office may not approve.
- Once you have completed the necessary steps in IMS-PIC, ensure that you send your local field office the written request for approval along with any required documentation. In your request make sure to include the start and estimated or actual end date for the requested Unit Tenant Status change.
- The field office will review the request and send the PHA a letter detailing if the request is approved or denied. If the request requires field office action in IMS-PIC, the field office will complete that action.
- If a vacant unit 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:
  - If you apply for an extension for the existing approval and it is approved. This should be done as soon as you know that you will need more time AND before the current approval expires. If there is not a gap in days before the renewed approval starts you do not have to change the Unit Tenant Status in IMS-PIC (e.g. the unit is in Vacant HUD Approved – Undergoing Modernization status until 06/27/2018 and becomes occupied on 06/28/2018).
  - 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 below for additional information about Demo Dispo Approved units. Non-Dwelling units must have the Unit Tenant Status change to Vacant before IMS-PIC will accept any 50058 submissions.
- If a unit that has a Unit Tenant Status in one of the Occupied sub categories 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.
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**


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.

![Unit Tab Screen Print](image)

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 List](image)

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 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.

6. You are presented with the Unit Tenant Status Changes screen. There are two types of changes that can be made—changes where no HUD approval is required in IMS-PIC but is required by the local field office and 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, or police officer. Notice PIH-2011-7 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.
Unit Tenant Status Modification page

Occupied sub categories

Vacant HUD Approved sub categories
7. Once you have chosen the Unit Tenant Status you will need to enter the effective date for that change. **It must be after the Current Status Effective Date for the unit that is listed on the page.** The reason for change can be left as Change in Use. In your comments you will want to enter a **brief** description of why the status is being changed—this is **NOT** the place to enter your documentation or full details about what is being done to/with the unit. **Make sure you are working on the same side of the page as the Unit Tenant Status category you are working with.**

8. Once you have made your selections you will single click on the appropriate button for the type of change you are making. Single click on Save for selections on the left side of the page not requiring HUD approval. Single click on Propose Change for selections on the right side of the page that require HUD approval.

9. You will be taken back to the Unit Details screen. To make sure the changes are saved you should single click on the Update Unit Details button on the right side of the page. Once this is done the page will refresh and will say that the data was saved successfully.

   ➢ If you scroll to the button of the Unit Details screen you will see a record of the changes that have made. IMS-PIC will keep a history of the Unit Tenant Status changes that are made for this unit from the time of the September 2010 IMS-PIC release onward. If you proposed a change that requires HUD approval, you will see a Delete button on the right side of the screen. If you change your mind or made a mistake in your proposed change you can use this button to delete the proposed change.

### Important things to note before you proceed:

   ➢ If you need to make changes to other units at this time, repeat steps 3-9.
   ➢ If you made a change that does not require HUD approval, you do not have to proceed any further. That change took affect once it was saved.
   ➢ You will not be able to submit a 50058 for a unit while it has a status of Status Changes Proposed.
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.

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.

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.
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.

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Submission Status Type</th>
<th>Tenant Name (Last, First Name)</th>
<th>Building Number</th>
<th>Entrance Number</th>
<th>Floor Number</th>
<th>Door Number</th>
<th>Edit</th>
<th>Delete Unit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>W90011</td>
<td>Initial Approval Completed</td>
<td>Vacant HUD Approved</td>
<td>WB300</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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.
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 IMS-PIC
- Notice PIH 2010-6, Changes to Unit Reporting in IMS-PIC
- Notice PIH 2011-7, Guidance on IMS-PIC Development Sub-Module Reporting and Validation

**Notices Related to Development Regroupings**
- Notice PIH 2006-10, Identification of Projects for Asset Management

**Notices Related to Form-50058 Reporting**
- Notice PIH 2010-25, Timely Reporting Requirements of Form HUD-50058 and HUD-50058 MTW data into IMS-PIC
- Notice PIH 2011-65, Extension of Notice 2010-25 Timely Reporting Requirements of Form HUD-50058 and HUD-50058 MTW data into IMS-PIC
- 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 making Unit Tenant Status changes to a unit or any other changes in IMS-PIC.


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