HUD USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

Form 50058 Module

Reports sub Module

U.S. Department of Housing and Urban Development (HUD)

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Shiva Information Technology Services

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Form 50058 module in the IMS PIC system allows HUD to obtain the information about the people who participate in the subsidized housing programs. PHAs (Public Housing Agencies) use the Form 50058 to electronically submit the data about the tenants to HUD.

Form 50058 module consists of the **Submission** sub module, **Viewer** sub module, **Reports** sub module, and the **Tenant ID Management** sub module. The **Submission** sub module allows the HA user to submit the Form 50058 file to HUD for processing. The **Viewer** sub module allows the user to view all sections of Form 50058 that the user submitted for the tenants. The **Reports** sub module allows the user to run various reports in order to access and analyze the information about the tenants and PHAs all over the country. The **Tenant ID Management** sub module allows the user to generate AIDs (alternate ID numbers for people who do not have SSNs), replace IDs, identify duplicate tenants, resolve duplicate tenant instances, and replace IDs.

1.1 REPORTS

The **Reports Sub Module** allows you to access various reports that provide analyzed Form-50058 data for different PHAs and the various statistical data for the PHAs themselves. Through this sub module, you can run these reports at any time to track the efficiency and performance of the PHAs.

1.1.1 Generating a Report

The following sections describe how to generate reports after you have logged on to PIC and navigated to the **Reports** Sub Module.

Each section describes the steps required to produce one of the reports available in PIC (see Figure 1). You can access each section by clicking the desired tab on the top of the Reports Sub Module.

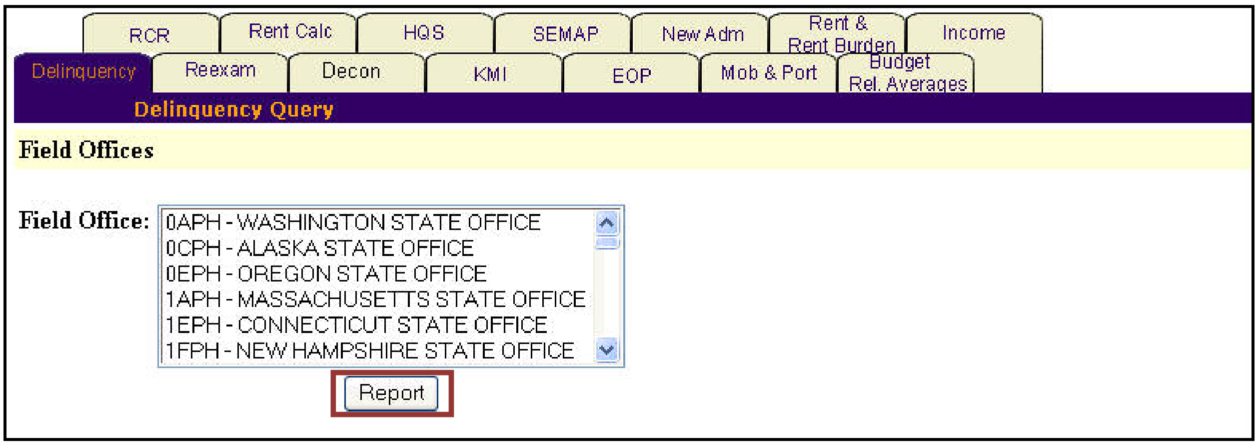


Figure 1: The Reports page with the Delinquency Report selected

1.1.2 The Delinquency Report

The **Delinquency Report** allows you to view the number of Form 50058 submissions that the PHA is required to submit and the number of Form 50058 submissions that were actually submitted. It includes the Form 50058 submissions for public housing, voucher funded assistance and Mod Rehab program types. It also includes the number of Form 50058 submissions that is planned for each PHA.

For public housing program type, the number of Form 50058 submissions required equals to the number of units available for occupancy by the tenants who require subsidized housing. Thus, the number of Form 50058 submitted equals to the number of units occupied. It allows the user to see how efficiently the PHAs within the field office that the user selected use the available inventory of units.

The number of Form 50058 submitted divided by the number of From 50058 submissions required, result in the reporting rate. HUD uses the reporting rate of a PHA’s FYE (fiscal year end) for SEMAP (Section Eight Management Assessment Program) scoring, or for potential public housing and voucher-funded assistance sanctions. By monitoring the quantity and the timeline of the Form 50058 submissions, the PHA ensures that the program provides the most current data as well.

Field offices can use the Delinquency Report to review the reporting rates for the individual PHAs, or the field offices themselves. Based on the reporting rate, HUD can determine reporting sanctions.

To run the Delinquency Report, click the **Delinquency** tab on the **Reports** sub module page (see Figure 1). Then, the user must select the field office in the **Field Office** list. Once the user clicks the **Report** button, the program displays the Delinquency Report.

1.1.2.1 Information Presented in a Delinquency Report

When you complete your selections and click the **Reports** button, the program displays the Delinquency Report for the field offices you have selected. The program lists the selected field offices in the report heading at the top of the screen, and the report data includes all the PHAs within the field offices the user selected. The heading also includes the report's start and end dates.

The report data consists of information from the most recent Form 50058 submissions. The effective dates include the last day of the preceding month and 16 month back. For example, the effective dates for the Delinquency Report as of January 1st, 2010 will be September 1st 2008 through December 31st 2009. If the effective date is in future, the report accesses the most recent historical record for the tenant that is within the 16 month effective date range.

The report includes the submissions for the following action types: New Admission, Annual Reexamination, Interim Reexamination, Portability Move-In, Other Change of Unit, Flat rent Annual Update, and Historical Adjustment.

The program presents the report data in form of two report tabs: the **Program Type** tab and the **Detailed Report** tab (see Figure 2). The **Program Type** tab displays the information for a single program type for each PHA within the selected field office. The report displays the program types in form of sub tabs. If the user needs to view the report information for a particular program type, the user must click the appropriate sub tab.

The **Program Type** tab includes the following sub tabs (i.e. program types): the **Public Housing** sub tab, the **Voucher Funded Assistance** sub tab, the **Mod Rehab** (Moderate Rehabilitation) sub tab, and the **SRO** (Single Room Occupancy) sub tab. The program displays the planned and actual Form 50058 submission number and the calculated report rate.

If you click the number in the **50058 Received** column, the program will display the list of the Form 50058 submissions for the appropriate PHA. It provides the details on every household the PHA has submitted Form 50058 for, such as the head of household information, the building, entrance, and unit information that they occupy, the type of action, the effective and the update dates (see Figure 3).

The **Detailed Report** tab allows you to view the report information for all programs typed for each PHA that is associated with the selected field office. This way, the user can compare how well PHAs perform in various programs. If the user has selected multiple field offices, the program will allow them to view the information for only one field office at a time.

You can view Delinquency Report table information in ascending or descending order by clicking the up or down arrow in any of the column you want to view.

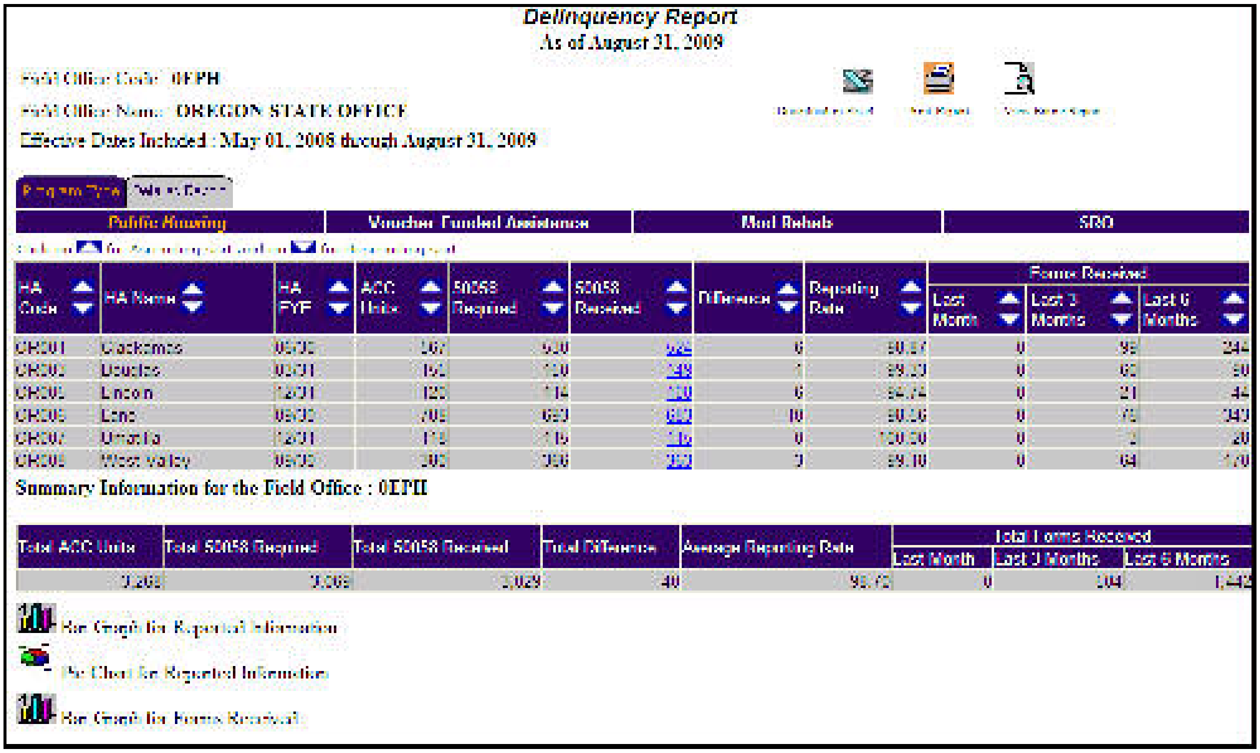


Figure 2: The Delinquency Report

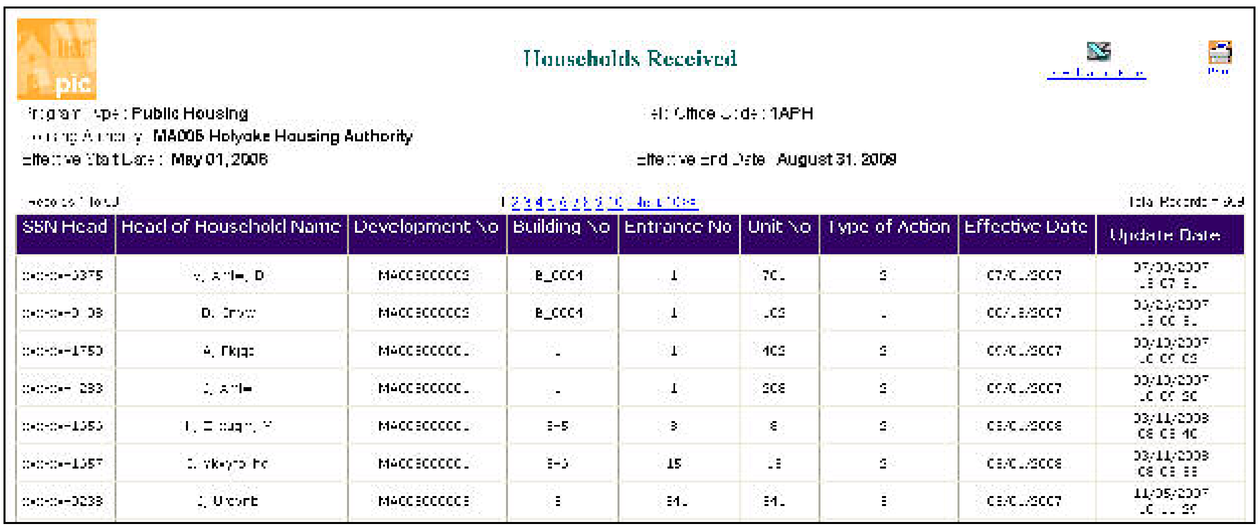


Figure 3: Form 50058 submissions list

The program includes the following type of information in the Delinquency Report **Program Type** tab, **Public Housing** sub tab (see Figure 2):

- HA code and name.
- HA FYE: the month and day of the fiscal year end for the particular PHA.
- ACC Units: the total number of subsidized units in the public housing program.

- 50058 Required: the number of Form 50058 submissions that a PHA is required to submit.
- 50058 received: the number of Form 50058submissions actually submitted.
- Difference: the difference between the number of Form 50058 submissions planned and received.
- Reporting Rate: number of planned form 50058 submissions divided by the number of Form 50058 submissions actually received.
- Forms Received: the number of Form 50058 submissions within the particular time frames (last month, last 3 months, last 6 months).
- Summary Information: at the end of the report provides the summarized information for the field office selected.

The program includes the following type of information in the Delinquency Report **Program Type** tab, **Voucher Funded Assistance** sub tab (see Figure 4):

- HA code and name.
- HA FYE: the month and day of the fiscal year end for the particular PHA.
- ACC Units: the total number of subsidized units in the voucher funded assistance program.
- VMS Units Leased: total leased units from the Voucher Management System as of the date shown in the next column.
- As of: the month and the year of the latest PHA submission to VMS. The month should always be a quarter end (03, 06, 09, and 12).
- Port Outs: the number of Form 50058 submissions of other PHAs that bill this PHA for tenants that move in the subsidized housing under other PHAs.
- Port Ins: the number of Form 50058 submissions of this PHA that bill other PHAs for tenants that move in the subsidized housing under this PHA.
- 50058 Required: the planned number of Form 50058 submissions.
- 50058 Received: the number of Form 50058submissions actually submitted.
- Difference: the difference between the number of Form 50058 submissions planned and received.
- Reporting Rate: number of planned form 50058 submissions divided by the number of Form 50058 submissions actually received.
- Forms Received: the number of Form 50058 submissions within the particular time frames (last month, last 3 months, last 6 months).

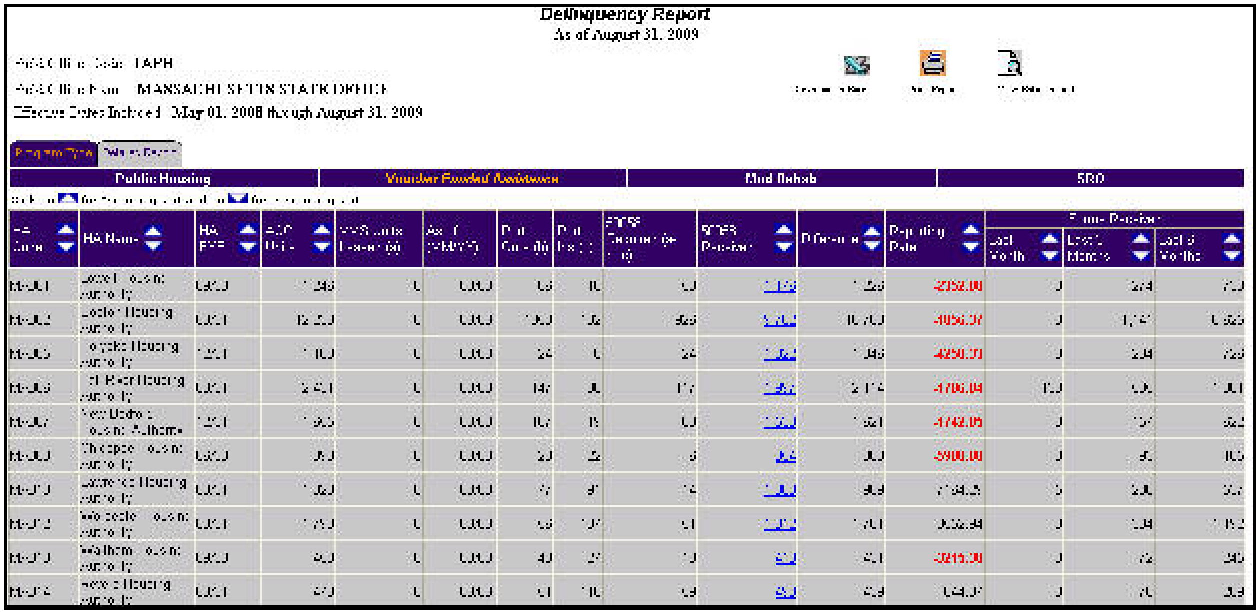


Figure 4: Delinquency Report, Voucher Funded Assistance sub tab

The program includes the following type of information in the Delinquency Report **Program Type** tab, **Mod Rehab** sub tab (see Figure 5):

- HA code and name.
- HA FYE: the month and day of the fiscal year end for the particular PHA.
- ACC Units: the total number of subsidized units in the public housing program.
- 50058 Required: the planned number of Form 50058 submissions under the moderate rehabilitation program type.
- 50058 Received: the number of Form 50058submissions actually submitted under the moderate rehabilitation program type.
- Difference: the difference between the number of Form 50058 submissions planned and received under the moderate rehabilitation program type.
- Reporting Rate: number of planned form 50058 submissions divided by the number of Form 50058 submissions actually received.
- Forms Received: the number of Form 50058 submissions within the particular time frames (last month, last 3 months, last 6 months).
- Summary Information: at the end of the report provides the summarized information for the field office selected.

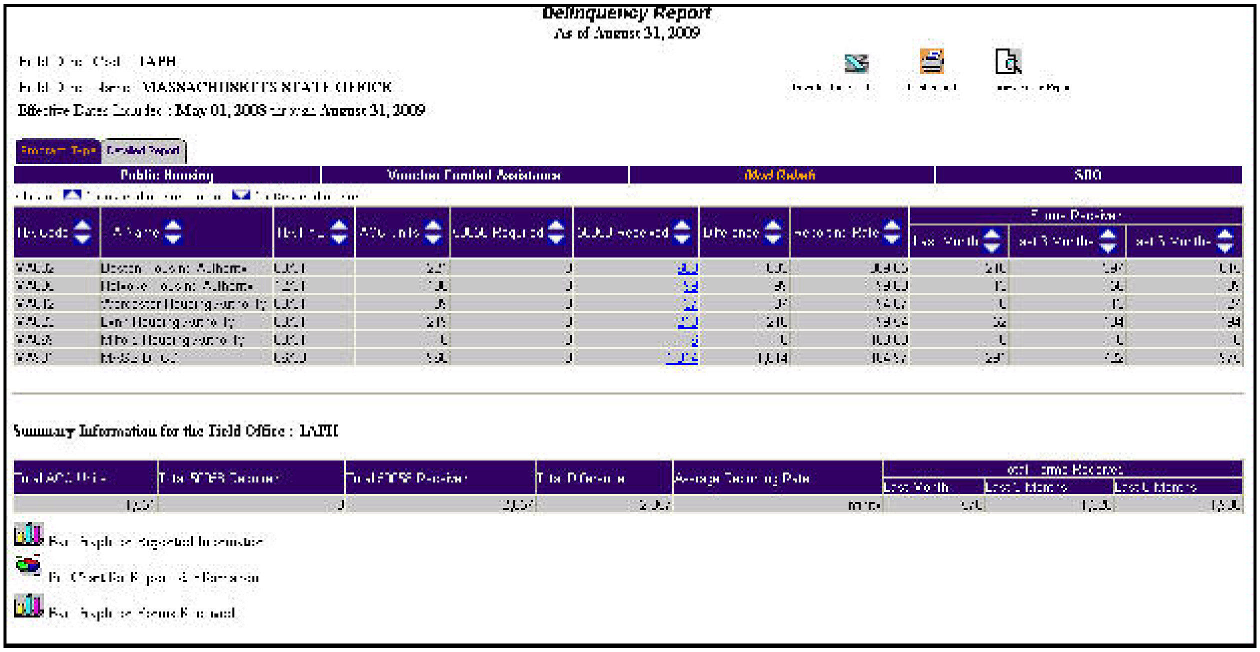


Figure 5: Delinquency Report, Mod Rehab sub tab

The program includes the following type of information in the Delinquency Report **Program Type** tab, **SRO** sub tab (see Figure 6):

- HA code and name.
- HA FYE: the month and day of the fiscal year end for the particular PHA.
- ACC Units: the total number of subsidized units in the SRO (Single Room Occupancy) program.
- 50058 Required: the planned number of Form 50058 submissions under SRO program.
- 50058 received: the number of Form 50058submissions actually submitted under SRO program.
- Difference: the difference between the number of Form 50058 submissions planned and received under SRO program.
- Reporting Rate: number of planned form 50058 submissions divided by the number of Form 50058 submissions actually received.
- Forms Received: the number of Form 50058 submissions within the particular time frames (last month, last 3 months, last 6 months).
- Summary Information: at the end of the report provides the summarized information for the field office selected.

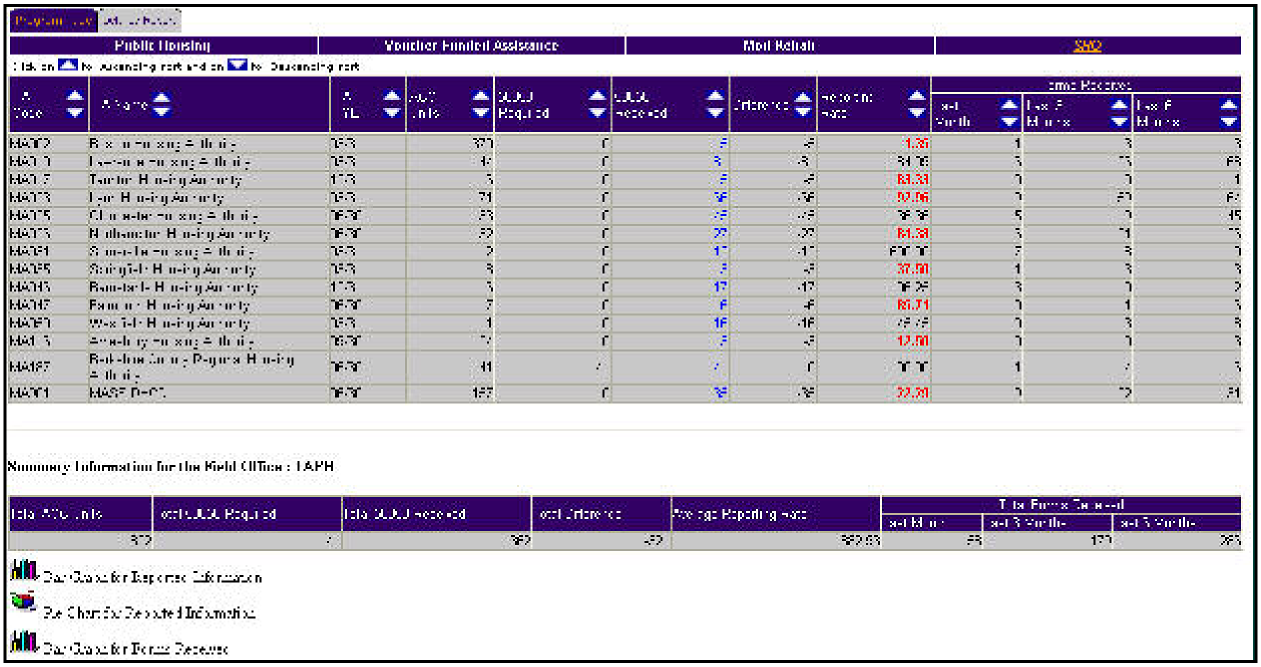


Figure 6: Delinquency Report Program Type tab, Mod Rehab sub tab

The program includes the following type of information in the Delinquency Report **Detailed Report** tab, (see Figure 7):

- HA code and name.
- HA FYE: the month and day of the fiscal year end for the particular PHA.
- Program Type: the program type for which the information is reported.
- ACC Units: the number of subsidized units under every program type.
- VMS Units Leased: total leased units from the Voucher Management System as of the date shown in the next column.
- As of: the month and the year of the latest PHA submission to VMS. The month should always be a quarter end (03, 06, 09, 12).
- Port Outs: the number of Form 50058 submissions of other PHAs that bill this PHA for tenants that move in the subsidized housing under other PHAs.
- Port Ins: the number of Form 50058 submissions of this PHA that bill other PHAs for tenants that move in the subsidized housing under this PHA.
- 50058 Required: the planned number of Form 50058 submissions.
- 50058 Received: the number of Form 50058submissions actually submitted.
- Difference: the difference between the numbers of Form 50058 submissions planned and received.
- Reporting Rate: number of planned form 50058 submissions divided by the number of Form 50058 submissions actually received.

- Forms Received: the number of Form 50058 submissions within the particular time frames (last month, last 3 months, last 6 months).
- Summary Information: at the end of the report provides the summarized information for the field office selected.

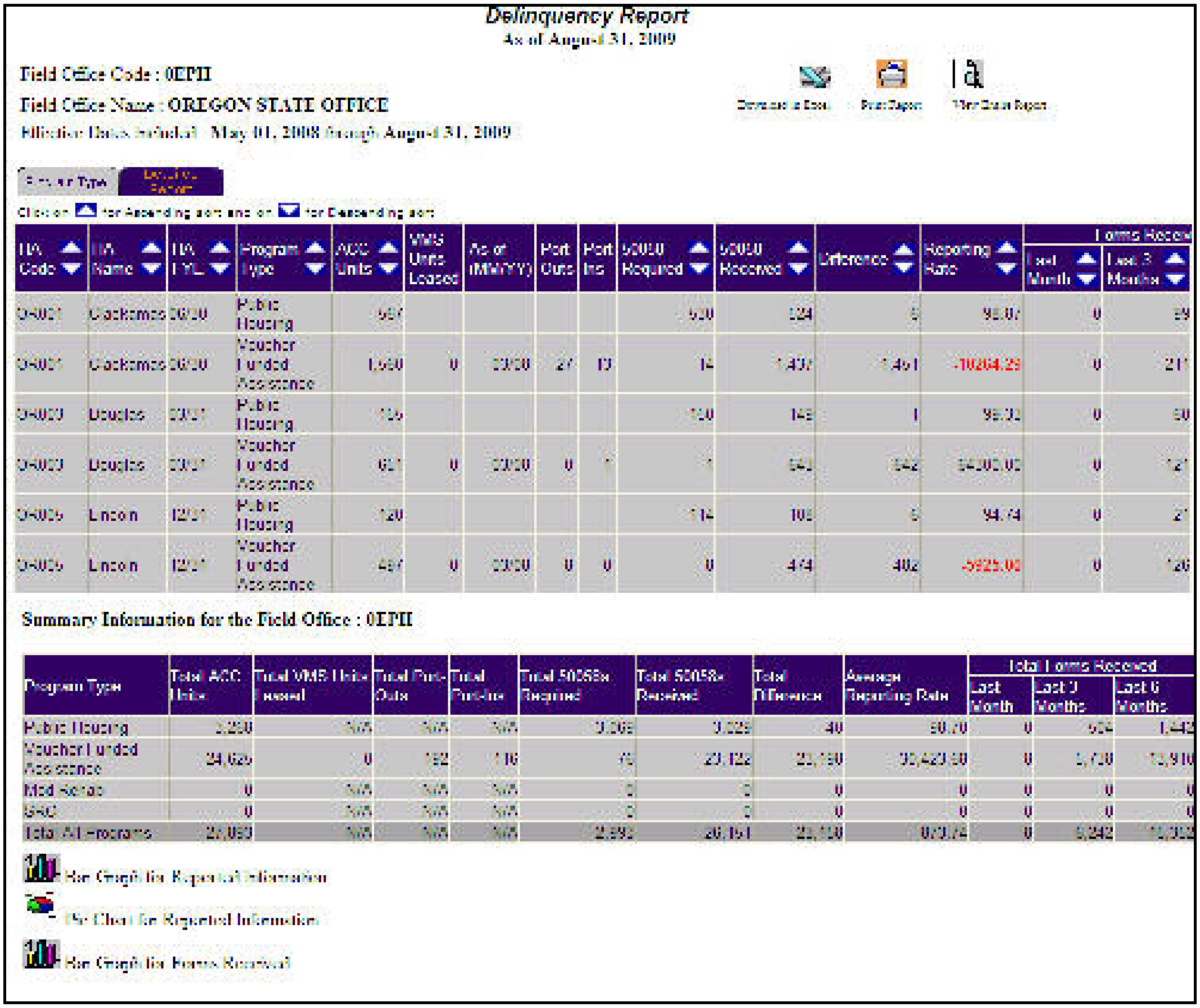


Figure 7: Delinquency Report, Detailed Report tab

You can set the program to display the report data either in the pie chart or a bar graph form (see Figure 8).

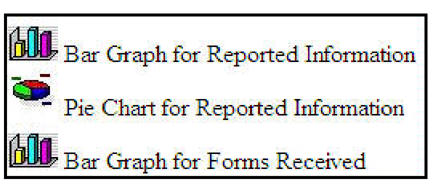


Figure 8: The icons available for displaying table data in a Bar Graph or Pie Chart

The Delinquency Report screen contains three options for further use of the data (see Figure 9):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a Web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 9: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.3 Reexam Query Report

The **Reexamination Report** provides information about annual reexaminations and flat rent annual updates. PHAs are required to examine the income and family composition of each assisted family at least annually. For families in the public housing program paying a flat rent, PHAs reexamine the income at least every three years, and the family composition at least every year. It is identified as the flat rent annual update, and is completed within the two years between reexaminations. The Reexamination Report provides information for the following program types: public housing, vouchers, certificates, moderate rehabilitation, and SRO.

PHAs can use the report to monitor tenant information. If the tenant information becomes old and outdated, the report indicates that and provides the opportunity to PHAs to update the tenant data. PHAs can also use the report to improve their performances, since the report displays the head of households' names and social security numbers with an upcoming or overdue reexamination or flat rent annual update.

PHAs can run this report at the project level and reveal if there is a large number of late reexaminations or flat rent annual updates on specific projects. This may happen due to staffing or training problem that they can address to improve their performance.

HUD personnel can use this report to monitor the quality and efficiency of PHA work. Late reexaminations or flat rent annual updates may result from poor management, or from the tenants who actually moved out, but the PHAs failed to submit the EOP record to PIC.

To run the Reexam Query Report, the user must select the appropriate program type in the **Program Type** list, and click **Select**.

Then, the user must select the desired level of information (see Figure 10). User can run this report only for a single PHA, thus they must select either the **Public Housing Agency** option, or the **Project** option (for public housing only).

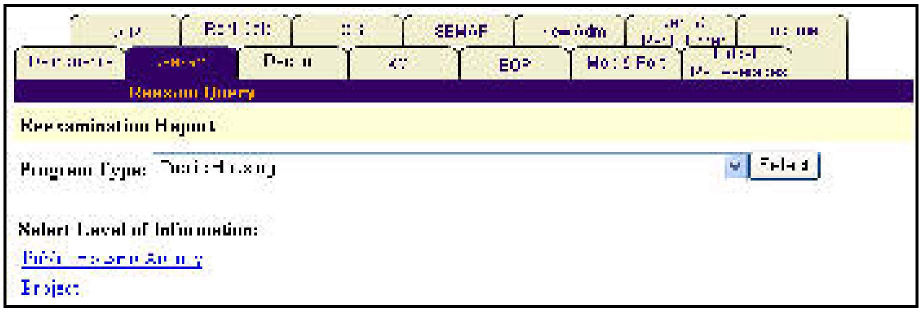


Figure 10: Select Level of Information option of the Reexamination Report

After selecting the desired option in the **Select Level of Information** area, the user must select the desired geographic subset in the **Housing Agency Selection** list. The available options are: **Within a State**, **Within a State and County**, or **Within a Field Office**. After the user selects the desired option, they must click **Select** (see Figure 11).

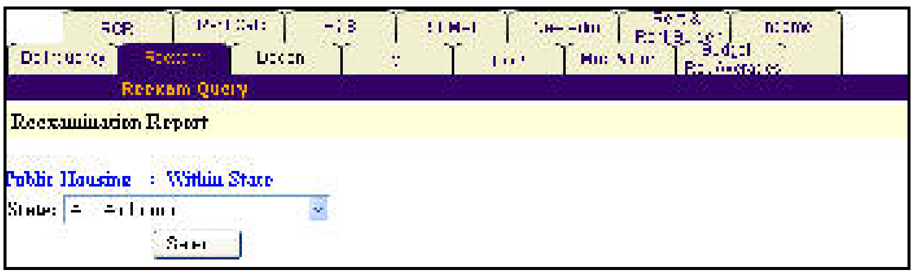


Figure 11: Geographic subset option of the Reexamination Report

After the user selects the desired geographic subset, the user must select the appropriate PHA to run the report (see Figure 12). Then, the user must click the **Report** button to run the report.

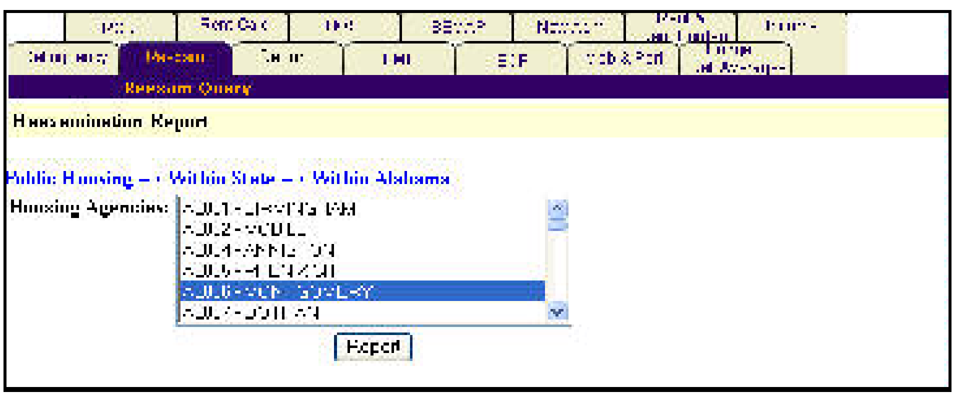


Figure 12: HA Selection list option of the Reexamination Report

1.1.3.1 Information Presented in the Reexam Query Report

When the user clicks the **Report** button, the program displays the Reexam Query Report (see Figure 13). The report lists the households that are due for the annual reexamination, or the flat rate annual update. The report displays the following information:

- Report Item No: the sequential number list of all the items in the report.

- Head of Household Name and SSN: the name and the social security number of the head of household.
- Date of the Last Annual Examination: the effective date of action for the new admission, annual reexamination, annual reexamination searching action types. It also displays the date 12 months prior to the projected effective date of the next reexamination for the interim reexamination, portability move-in, other change of unit and historical adjustment. For the flat rent public housing program the date of last annual examination will be the effective date for the records submitted for the flat rent annual update action type.
- Action Type: the program displays the number of the action type submitted for the tenant.
- Number of Months since the Last Annual Examination: the number of months since the date of the last annual reexamination.

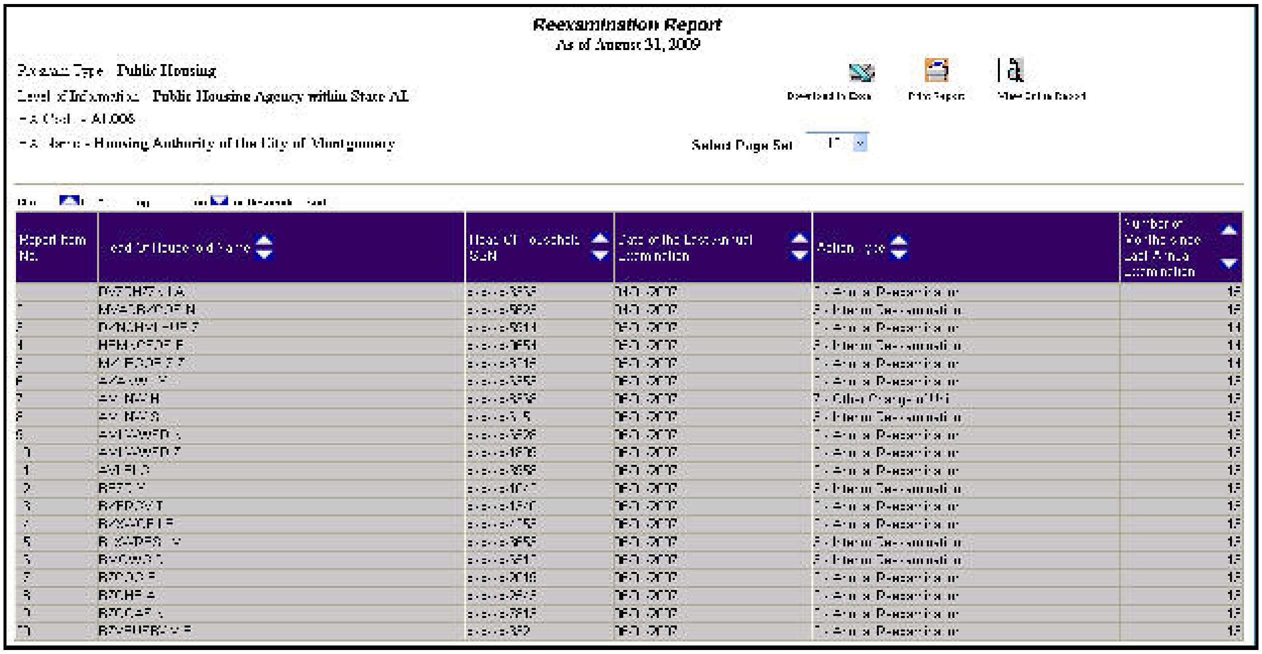


Figure 13: The Reexamination Report

The Reexam Query Report screen contains three options for further use of the data (see Figure 14):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a Web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 14: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.4 KMI (Key Management Indicators) Report

The **Key Management Indicators** (KMI) **Report** provides information on the volume of PHA activity, identifies possible discrepancies, and includes descriptive data related to PHA policies. This report helps identify strengths and weaknesses of a PHA or project.

PHAs can use the KMI Report to view the information about the volume of the PHA activity, review information related to particular projects, or compare different projects. PHAs can also identify possible discrepancies, or reveal troubled projects. PHAs can use this report to assess their rent policies based on the fair market rent levels published by federal register.

Family Self-Sufficiency (FSS) data shows how many families a PHA has enrolled in its FSS program, the number of families with an escrow account, the number of participants who completed their contracts successfully, and the number of participants who left the program and moved to homeownership. This data provides an overview of a PHA's FSS program.

KMI Report can also help PHAs to monitor resident occupancy issues and assess if the PHA's housing inventory meets current housing needs. For example, a PHA may not have a sufficient number of larger units to meet the needs of its resident population. The KMI Report shows the distribution of families requesting accessibility features and the percentage of families that received a fully accessible unit.

Field offices can use this report to compare management indicators of different PHAs, which are similar in size, and identify those who do not meet the performance level required. Field Offices can analyze this report to determine the number of families participating in a Family Self-Sufficiency program who have escrow accounts at a particular PHA and the number of families completing their FSS contract.

With this information a Field Office can find a high-performing PHA using PIC reports and determine how they address operational issues or management problems. Field offices can then share this information with other PHAs in their jurisdiction.

To run the KMI report, the user must select the program type in the **Program Type** list. Then, the user must select the geographic subset in the **Select Level of Information** area. The user can select one of the following options: **National**, **State**, **Field Office**, **Public Housing Agency**, and **Project**. After the user selects the desired options and clicks the **Report** button, the program displays the KMI Report (see Figure 15).

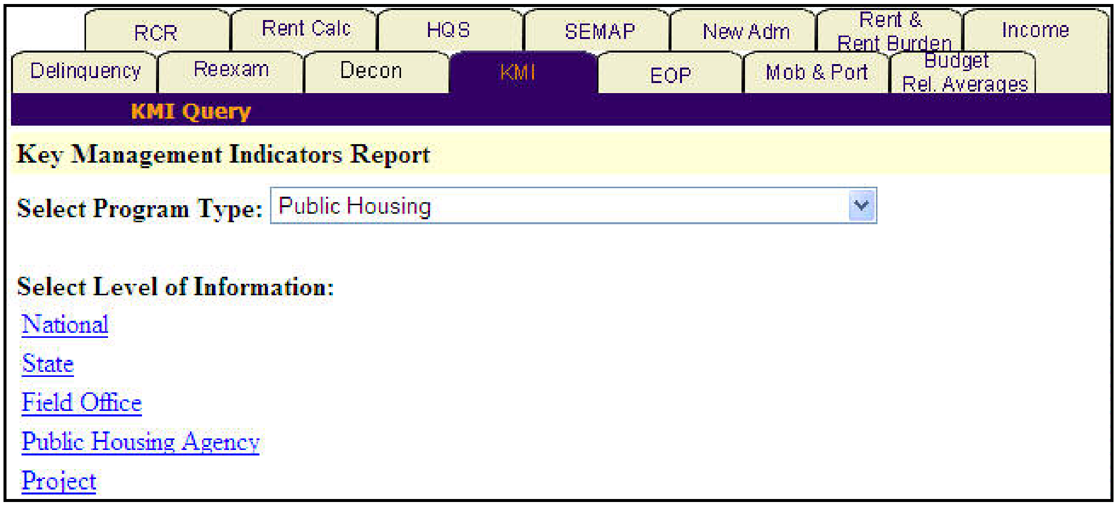


Figure 15: The KMI Report Settings

1.1.4.1 Information Displayed in the KMI Report

The **Families** tab of the KMI Report displays the current (for the last sixteen months as of the last day of the previous month) information about the families involved in the program type that the user selected in the geographic subset (see Figure 16).

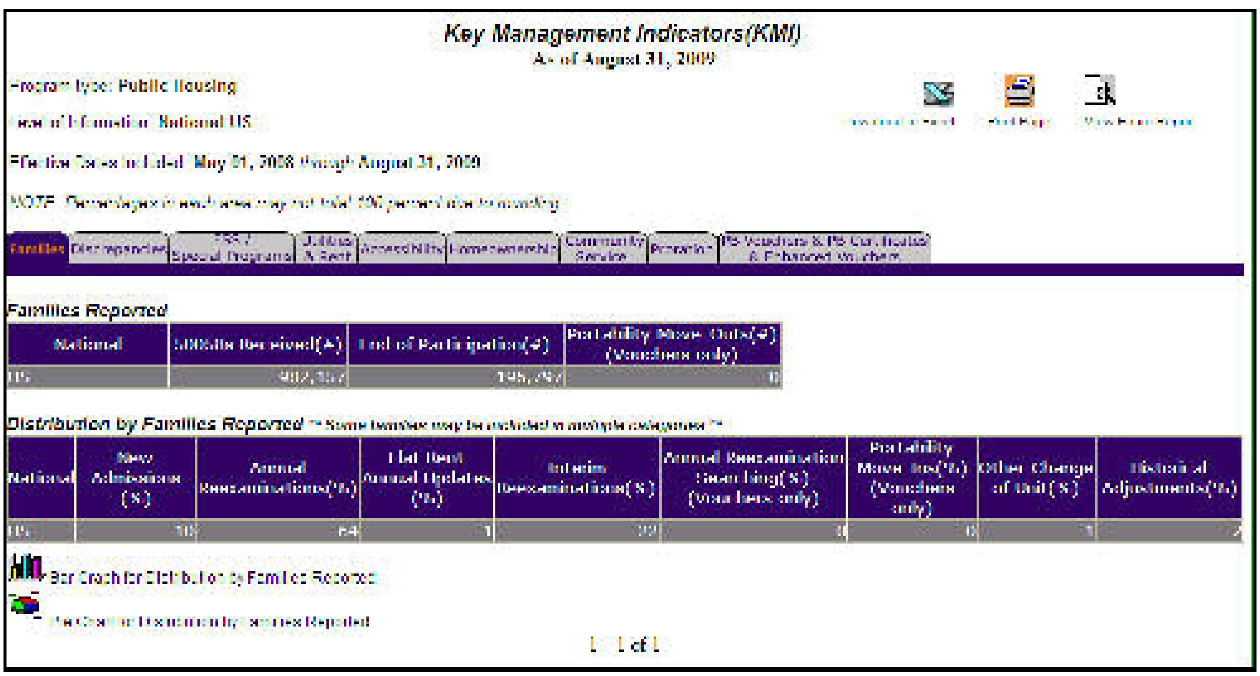


Figure 16: The Families tab of the KMI Report

The **Families Reported** section of the report displays the summarized information about the number of Form 50058 submissions for the program type the user selected in the geographic subset that the user selected. The **Families Reported** section displays the following information:

- The geographic subset (the option that the user selected in the Level of Information area).

- 50058s received (#): the number of Form 50058 submissions received.
- End of Participation (#): the number of Form 50058 submissions with the end of participation type of action.
- Portability Move-Outs (#) (Vouchers Only): the number of Form 50058 submissions with the portability move-out type of action.

The **Distribution by Families Reported** section displays the percentages of Form 50058 submissions for every type of action.

The **Discrepancies** tab of the KMI Report displays the information about the families whose income is greater than 80 % of the median income, and the number of units where the number of bedrooms exceeds the number of members of household (see Figure 17). The **Discrepancies** tab of the KMI Report displays the following information:

- The geographic subset (the option that the user selected in the Level of Information area).
- Percent of Admissions of Over-Income Families (%): percent of Form 50058 submissions with the action type 1 (new admission) for families whose income is greater than 80 % of the median income.
- Units where the Number of Bedrooms exceeds the Number of Family Members: in this section the report displays the total number of families that live in the units where the number of bedrooms exceeds the number of members of household. Then, the program displays the percent of elderly and disabled families that live in the units where the number of bedrooms exceeds the number of members of household, and the percent of units with two or more bedrooms than the family members.

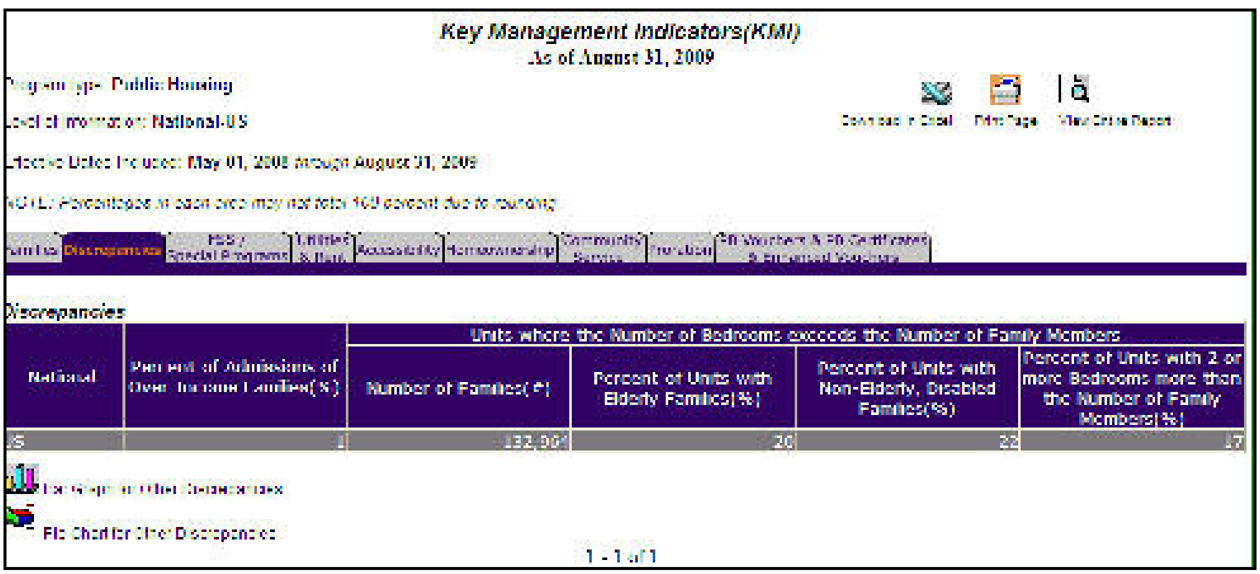


Figure 17: The Discrepancies tab of the KMI Report

The **FSS/Special Programs** tab displays the information about the families who enrolled and/or completed the FSS contract (see Figure 18).

The **Family Self-Sufficiency** option of the KMI report displays the following information:

- The geographic subset (the option that the user selected in the Level of Information area).
- Number of Families Enrolled (#): the number of families who enrolled in the FSS program.
- Number of Families Enrolled with Escrow (#): the number of families who enrolled in the FSS program with an escrow account.
- Number of FSS Families also Receiving Homeownership Voucher (#) (Homeownership Vouchers only): the number of families who enrolled in the FSS program and the homeownership program.
- Number of Families that Completed the FSS Contract (#): the number of families who enrolled in the FSS program and completed it.
- Number of Families that Completed the FSS Contract and Moved to Homeownership (#): the number of families who enrolled in the FSS program, completed it, and moved to homeownership.

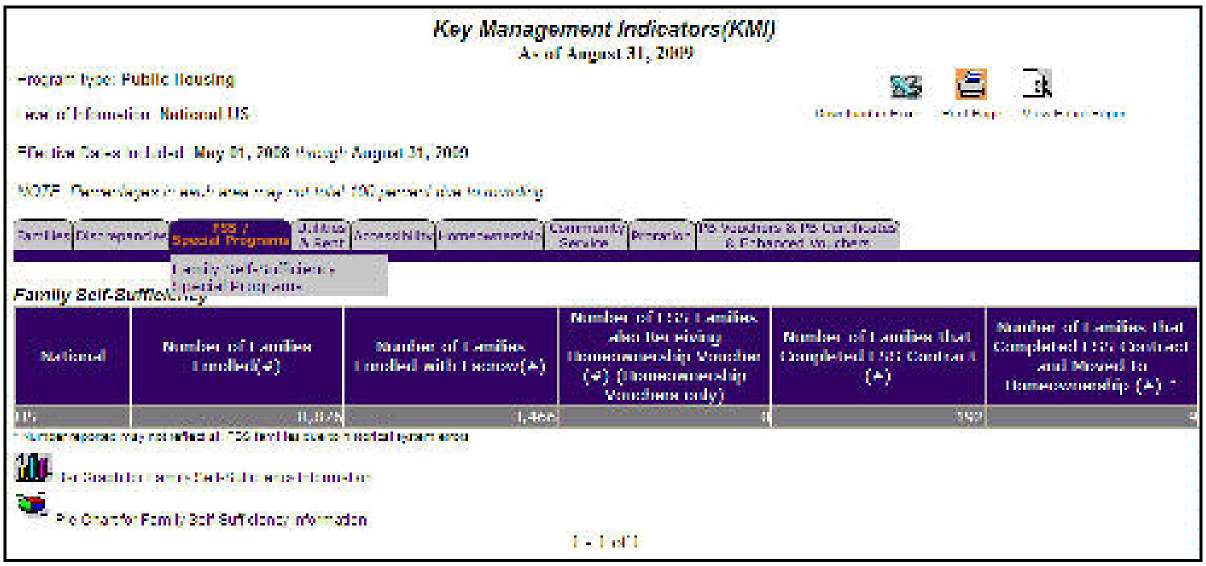


Figure 18: Family Self-Sufficiency option of the FSS/Special Programs tab (KMI Report)

If the user selects the **Special Programs** option, then the program will display the number of families participating in one of the following programs (see Figure 19):

- WtW (Welfare to Work) program (Vouchers only).
- FUP (Family Unification Program) (Vouchers only).
- MS 1 (Mainstream one year) (Vouchers only).
- MS 5 (Mainstream five years) (Vouchers only).
- PHRR (Public Housing Relocation/Replacement) (Vouchers only).
- PHDES (Designated Public Housing) (Vouchers only).
- MFDES (Designated Multifamily Housing) (Vouchers only).
- LIT (Litigation) (Vouchers only).

- PA (Project Access) (Vouchers only).
- EDSS (Economic Development and Supportive Services) (Public Housing only).
- ROSS (Resident Opportunities & Self Sufficiency) (Public Housing only).

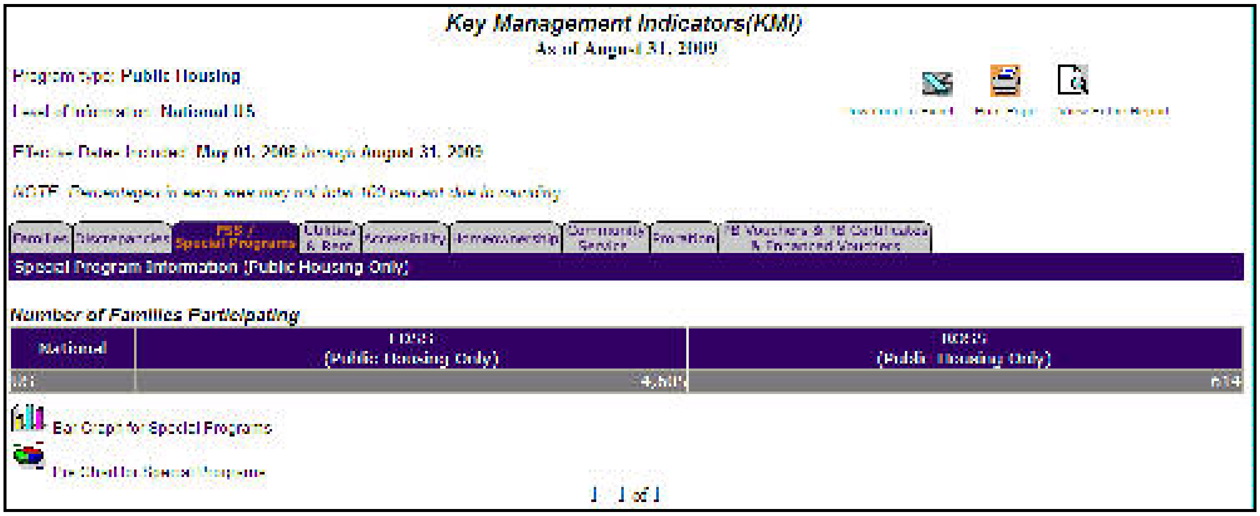


Figure 19: Special Programs option of the FSS/Special Programs tab (KMI Report)

The **Utilities and Rent** tab of the KMI Report provides information on the utility arrangements and rent for families enrolled in the program type that the user selected.

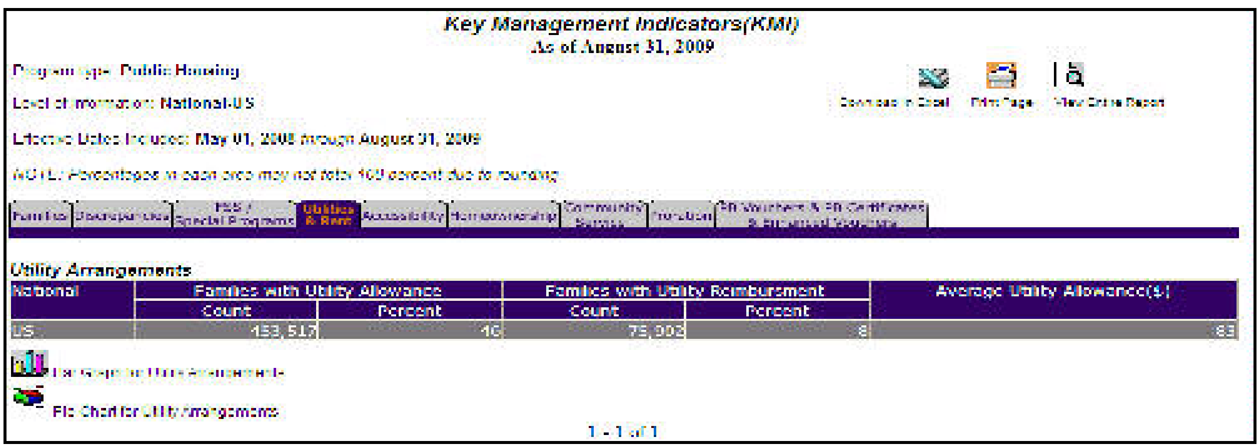


Figure 20: The Utility Arrangements option of the Utilities & Rent tab (KMI Report)

The **Utility Arrangements** option of the **Utilities & Rent** tab allows the user to view the following data on the report (Figure 20):

- The geographic subset (the option that the user selected in the Level of Information area).
- Families with Utility Allowance: the number of families who receive utility allowance. It excludes families who pay flat rent. The percent column displays the percentage of the families who receive utility allowance out of all the Form 50058 submissions.

- Families with Utility Reimbursement: the number of families whose rent is negative thus creating tenant credit. It excludes families who pay flat rent. The percent column displays the percentage of the families whose rent is negative thus creating tenant credit out of all the Form 50058 submissions.
- Average Utility Allowance: the total amount of the utility allowance divided by the count of families.

The **Gross Rent as Percent of Fair Market Rent** (tenant-based vouchers only) option allows the user to view the following data on the report (see Figure 21):

- The geographic subset (the option that the user selected in the Level of Information area)
- Gross Rent as Percent of Fair Market Rent (FMR) - 90% of FMR or under (% of Voucher Units) by bedroom size: the percentage of families who are enrolled in the tenant-based voucher program and whose gross rent is 90 % or less than FMR (Fair Market Rent).
- Gross Rent as Percent of Fair Market Rent (FMR) - 91%-100% of FMR (% of Voucher Units) by bedroom size: the percentage of families who are enrolled in the tenant-based voucher program and whose gross rent is 91%-100 % of the FMR (Fair Market Rent).
- Gross Rent as Percent of Fair Market Rent (FMR) - 101%-110% of FMR (% of Voucher Units) by bedroom size: the percentage of families who are enrolled in the tenant-based voucher program and whose gross rent is 101%-110 % of the FMR (Fair Market Rent).
- Gross Rent as Percent of Fair Market Rent (FMR) - 111%-120% of FMR (% of Voucher Units) by bedroom size: the percentage of families who are enrolled in the tenant-based voucher program and whose gross rent is 111%-120 % of the FMR (Fair Market Rent).
- Gross Rent as Percent of Fair Market Rent (FMR) – 121%+ of FMR (% of Voucher Units) by bedroom size: the percentage of families who are enrolled in the tenant-based voucher program and whose gross rent is 121 % or more f the FMR (Fair Market Rent).
- Gross Rent as Percent of Fair Market Rent (FMR) – FMR is not available due to non-availability of Geo-coding (% of Voucher Units) by bedroom size: the percentage of families enrolled in the tenant-based voucher program. For these families the FMR is not available because of the unavailability of geo-coding.

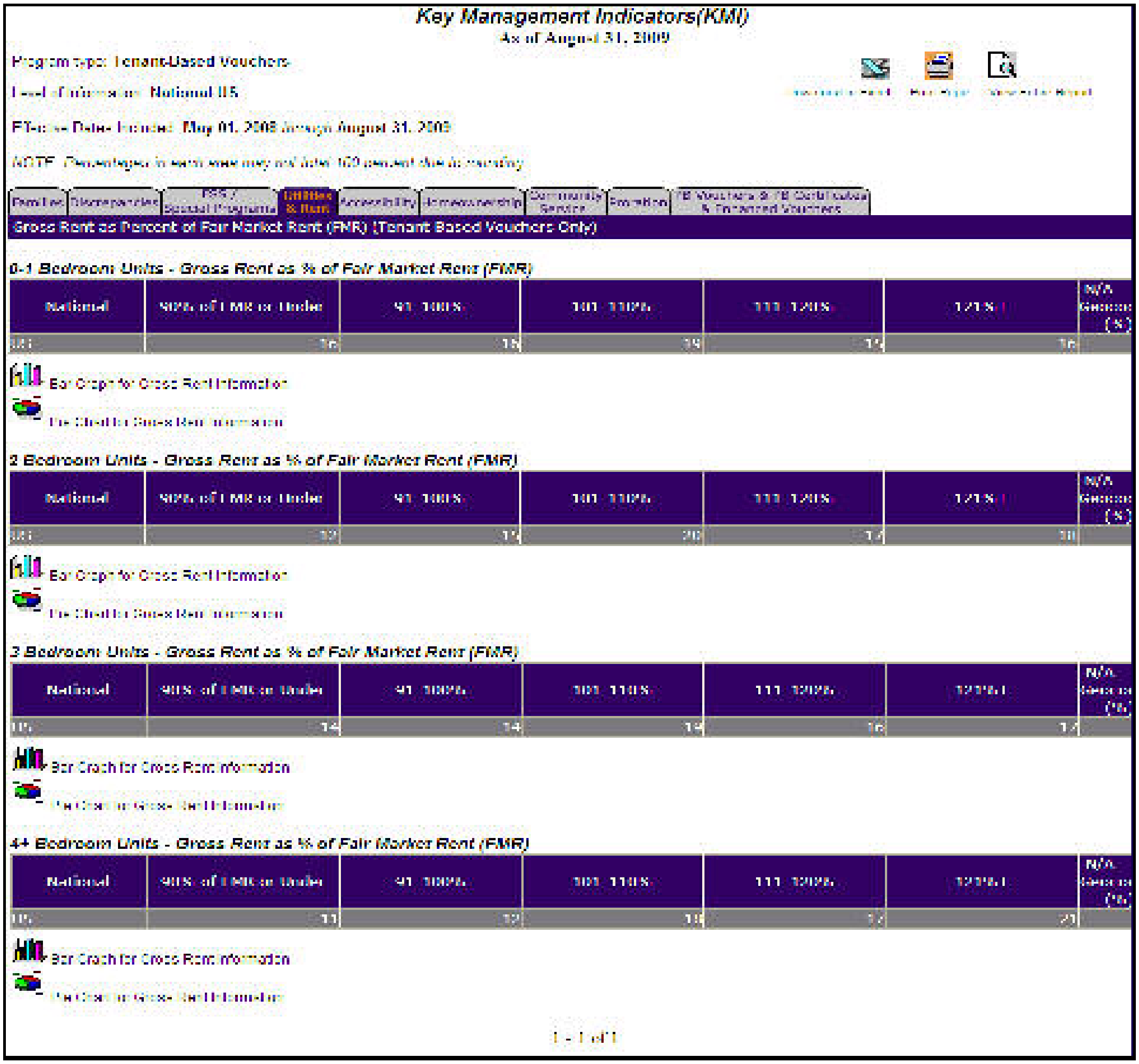
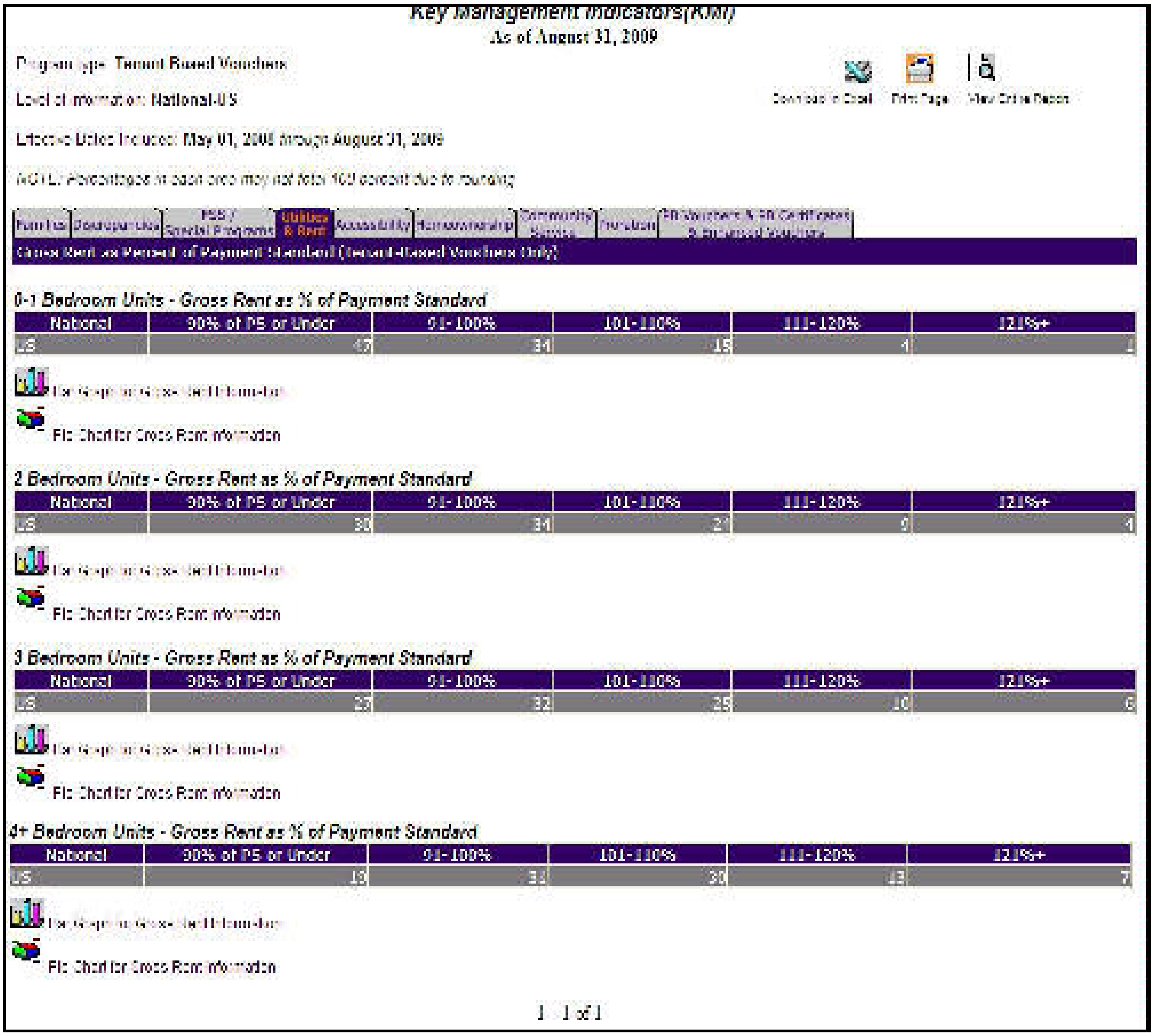


Figure 21: The Gross Rent as Percent of Fair Market Rent option of the Utilities & Rent tab (KMI Report)

The **Gross Rent as a Percent of Payment Standard** (tenant-based vouchers only) option allows the user to view the following data on the report (see Figure 22):

- The geographic subset (the option that the user selected in the Level of Information area).
- Gross Rent as Percent of Payment Standard - 90% of Payment Standard or under (% of Voucher Units) by bedroom size: the percentage of families enrolled in the voucher program whose gross rent of unit is 90 % or less of payment standard.
- Gross Rent as Percent of Payment Standard - 91%-100% of Payment Standard (% of Voucher Units) by bedroom size: the percentage of families enrolled in the voucher program whose gross rent of unit is 91 % - 100 % of payment standard.

- Gross Rent as Percent of Payment Standard - 101%-110% of PS (% of Voucher Units) by bedroom size: the percentage of families enrolled in the voucher program whose gross rent of unit is 101 %- 110 % of payment standard.
- Gross Rent as Percent of Payment Standard - 111%-120% of Payment Standard (% of Voucher Units) by bedroom size: the percentage of families enrolled in the voucher program whose gross rent of unit is 111 % - 120 % of payment standard.
- Gross Rent as Percent of Payment Standard – 121%+ of PS (% of Voucher Units) by bedroom size: the percentage of families enrolled in the voucher program whose gross rent of unit is 121% or more of payment standard.


Key Management Indicators(KMI)
As of August 31, 2009

Program type: Tenant Based Vouchers

Level of information: National-US

Effective Dates Included: May 01, 2008 through August 31, 2009

0-1 Bedroom Units - Gross Rent as % of Payment Standard

National	90% of PS or Under	91-100%	101-110%	111-120%	121%+
US	47	34	15	4	1

2 Bedroom Units - Gross Rent as % of Payment Standard

National	90% of PS or Under	91-100%	101-110%	111-120%	121%+
US	30	34	21	9	4

3 Bedroom Units - Gross Rent as % of Payment Standard

National	90% of PS or Under	91-100%	101-110%	111-120%	121%+
US	27	32	25	10	6

4+ Bedroom Units - Gross Rent as % of Payment Standard

National	90% of PS or Under	91-100%	101-110%	111-120%	121%+
US	13	31	30	13	7

Pie Chart for Gross Rent information

Figure 22: The Gross Rent as a Percent of Payment Standard option of the Utilities & Rent tab (KMI Report)

The **Rent Burden** (for public housing program only) option allows the user to view the following data on the report (see Figure 23):

- The geographic subset (the option that the user selected in the Level of Information area).
- Average Rent Burden for Public Housing Families Choosing Flat Rent (%): The sum of rent burden for flat rent public housing program (where the rent burden is the flat rent divided by monthly adjusted income), divided by the number of families enrolled in the flat rent public housing program.
- Average Rent Burden for Public Housing Tenants subject to Ceiling Rent (%): The sum of rent burden for flat rent public housing program with the ceiling rent (where the rent burden is the ceiling rent divided by monthly adjusted income), divided by the number of families enrolled in the flat rent public housing program with the ceiling rent.

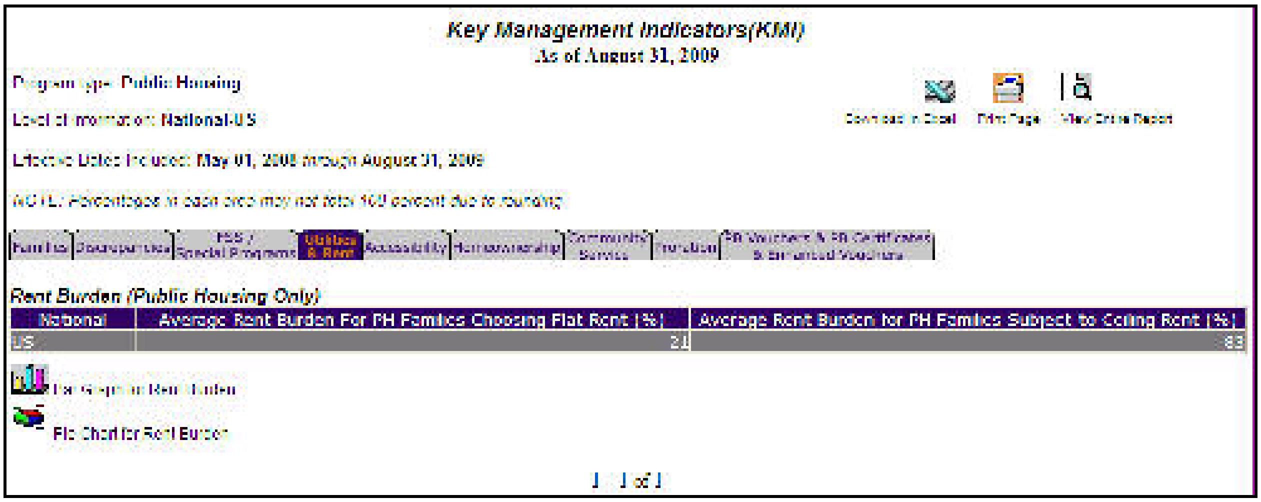


Figure 23: The Rent Burden option of the Utilities & Rent tab(KMI Report)

The **Rent Burden** (for tenant-based vouchers only excluding mixed families program) option allows the user to view the following data on the report:

- The geographic subset (the option that the user selected in the Level of Information area).
- Rent Burden as Percent of Family Adjusted Income - 30%: the percentage of families enrolled in the voucher program with full subsidy where the total family share of vouchers is 30% or lessof monthly adjusted income. (The program displays the percentage based on the total count of families enrolled in the voucher program with full subsidy.)
- Rent Burden as Percent of Family Adjusted Income – 31% - 35%: the percentage of families enrolled in the voucher program with full subsidy where the total family share of vouchers is 31% - 35 % of monthly adjusted income. (The program displays the percentage based on the total count of families enrolled in the voucher program with full subsidy.)
- Rent Burden as Percent of Family Adjusted Income – 36% - 40%: the percentage of families enrolled in the voucher program with full subsidy where the total family share of vouchers is 36% - 40 % of monthly adjusted income. (The program displays the percentage based on the total count of families enrolled in the voucher program with full subsidy.)
- Rent Burden as Percent of Family Adjusted Income – 41% - 45%: the percentage of families enrolled in the voucher program with full subsidy where the total family share of vouchers is 41%

- 45 % of monthly adjusted income. (The program displays the percentage based on the total count of families enrolled in the voucher program with full subsidy.)

- Rent Burden as Percent of Family Adjusted Income – 46% - 50%: the percentage of families enrolled in the voucher program with full subsidy where the total family share of vouchers is 46% - 50 % of monthly adjusted income. (The program displays the percentage based on the total count of families enrolled in the voucher program with full subsidy.)
- Rent Burden as Percent of Family Adjusted Income – 51% or more: the percentage of families enrolled in the voucher program with full subsidy where the total family share of vouchers is 51 % or more of monthly adjusted income. (The program displays the percentage based on the total count of families enrolled in the voucher program with full subsidy.)

The **Average Flat Rent by Bedroom Size** option (for public housing program type only), displays the following information (see Figure 24):

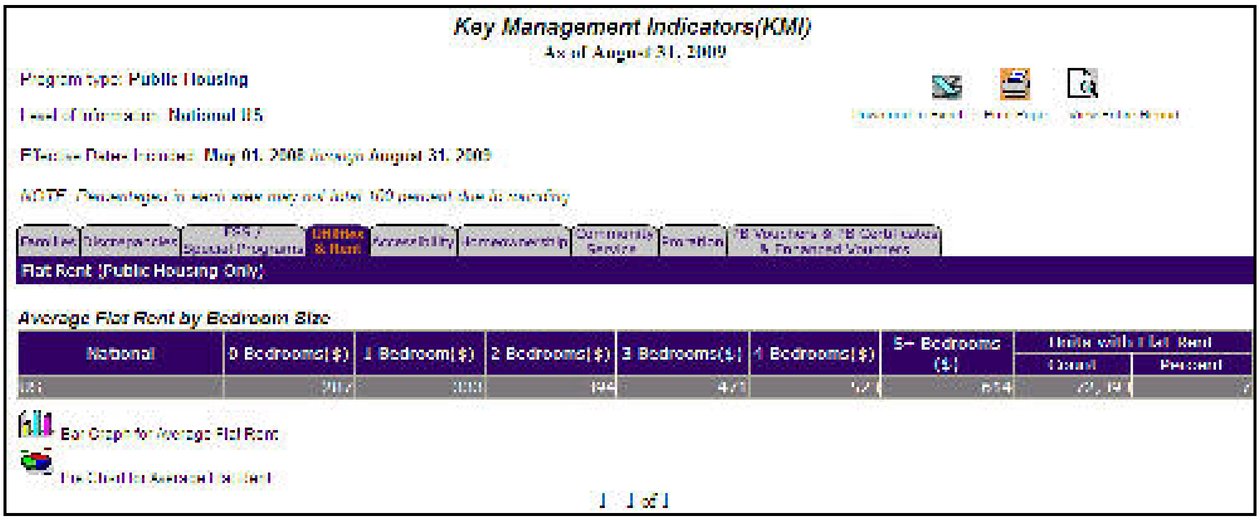


Figure 24: The Average Flat Rent by Bedroom Size option of the Utilities & Rent tab (KMI Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- Average Flat Rent by Bedroom Size Category ($): the total sum of flat rent for families in the public housing flat rent program in every unit size category (depending on the number of bedrooms), divided by the total count of families in the public housing flat rent program in every unit size category.
- Units with Flat Rent: the total number of units that are included in the flat rent program. Also, this section displays the percentage of flat rent units out of the total number of units in the public housing program.

The **Average Ceiling Rent by Bedroom Size** option (for public housing program type only), displays the following information (see Figure 25):

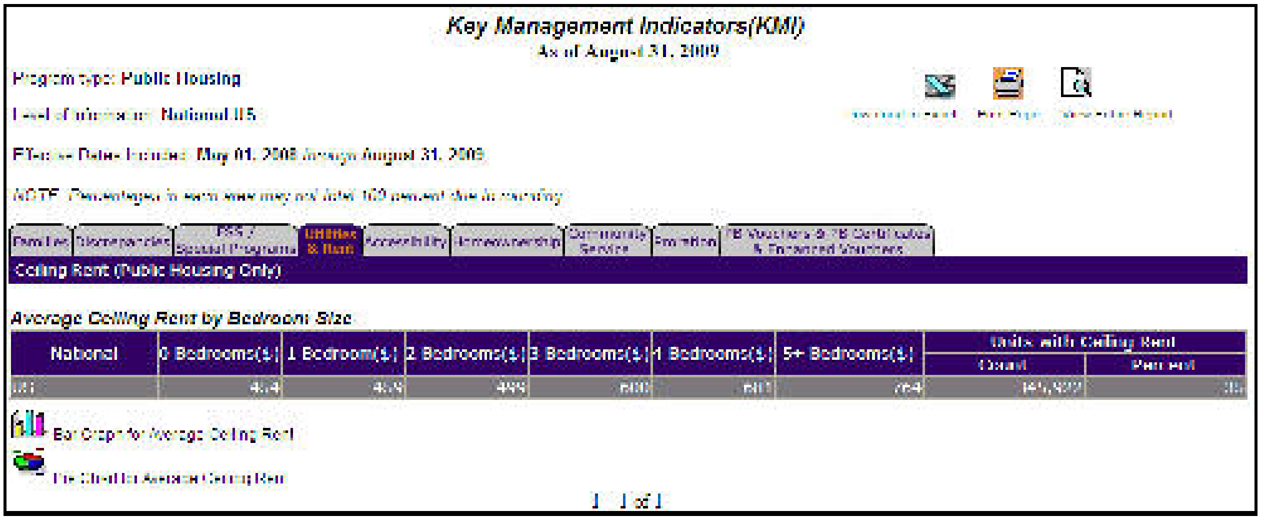


Figure 25: The Average Ceiling Rent by Bedroom Size option of the Utilities & Rent tab(KMI Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- Average Ceiling Rent by Bedroom Size Category ($): the total sum of ceiling rent for families participating in the public housing program with the income-based rent in every unit size category (depending on the number of bedrooms), divided by the total count of families participating in the public housing program with the income-based rent in every unit size category.
- Units with Ceiling Rent: the total number of units that are included in the public housing program with income-based rent. Also, this section displays the percentage of ceiling rent units out of the total number of units in the public housing program.

The **Distribution of Families Subject to Minimum Rent** option displays the following information (see Figure 26):

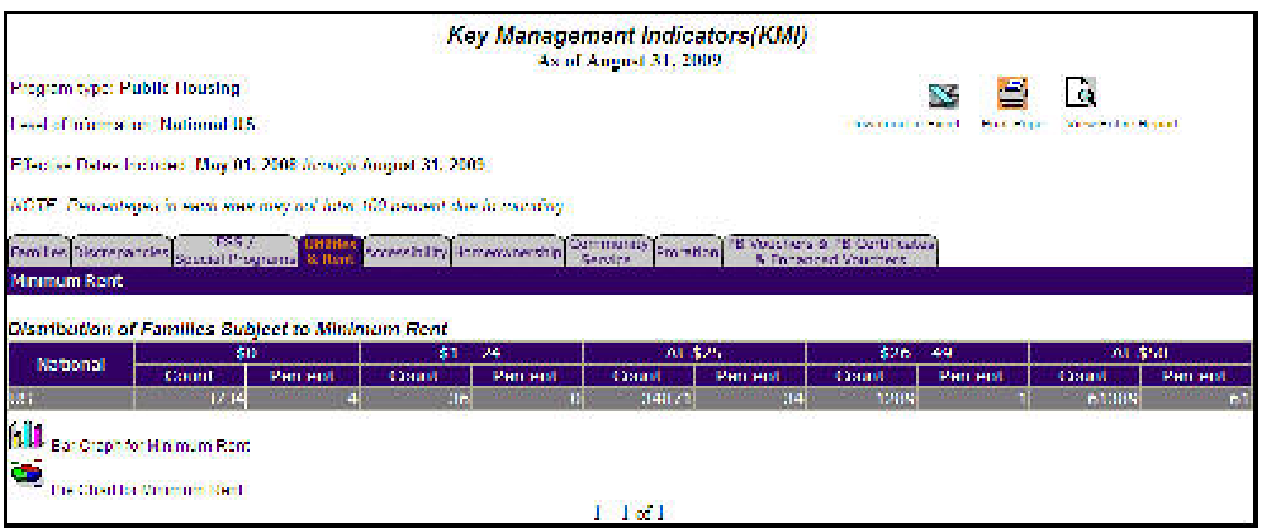


Figure 26: The Distribution of Families Subject to Minimum Rent option of the Utilities & Rent tab (KMI Report)

- The geographic subset (the option that the user selected in the Level of Information area).

- Count of Families Subject to Minimum Rent of $0: the number of families that pay minimum rent (minimum rent includes the following categories: $0, $1-24, $25, $26-49, $50).
- Percent of Families Subject to Minimum Rent of $0: the percentage of families that pay minimum rent (minimum rent includes the following categories: $0, $1-24, $25, $26-49, $50) out of the total number of families participating in the subsidized housing programs (the total number of Form 50058 submissions received).

The **Accessibility** tab of the KMI Report provides the information about families who requested the accessibility features (see Figure 27). The following information is available only for public housing program:

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of Families Requesting Accessibility Features (#): the number of families enrolled in the public housing program type who requested accessibility features.
- Received Requested Accessibility Features: the percentage of families who received the requested accessibility features (fully, partially, not at all, or the decision have not been made yet on the request), out of the total number of families who requested the accessibility features.

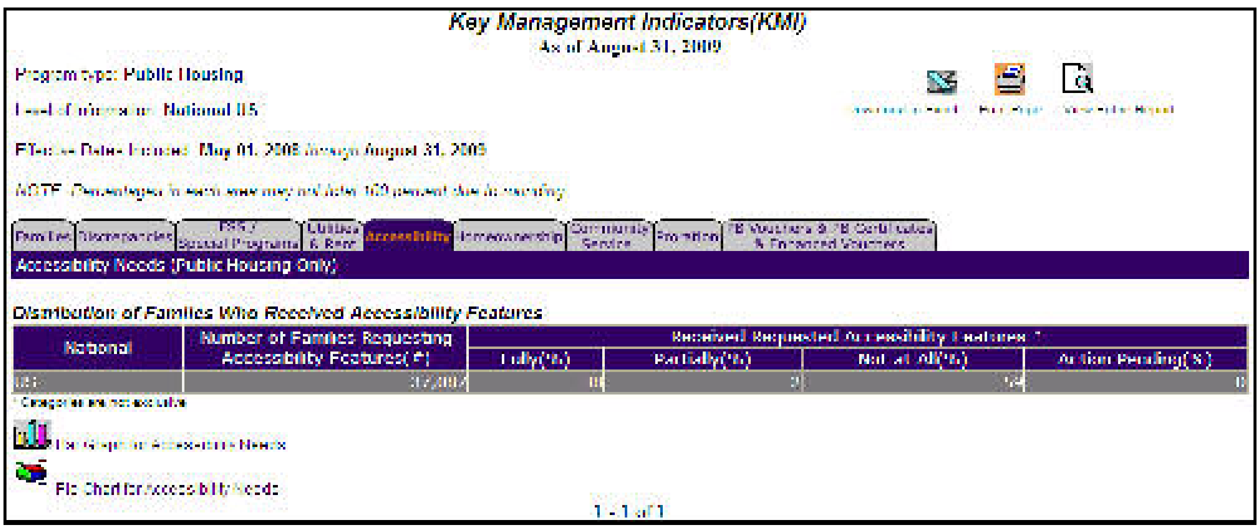


Figure 27: The Accessibility tab of the KMI Report

The **Homeownership** tab of the KMI Report displays the following information about the homeownership voucher program (see Figure 28):

- The geographic subset (the option that the user selected in the Level of Information area).
- Number of Families with Homeownership Voucher (#): the number of families who received the homeownership voucher.
- Average Gross Homeownership Expense ($): the total dollar amount spent on the homeownership voucher program divided by the number of families enrolled in this program.
- Average HAP (Housing Assistance Payment) for Non-Prorated Families ($): the total sum of HAP (Housing Assistance Payment), for families enrolled in the homeownership voucher program receiving full subsidy divided by the number of families.

- Number of Mixed Families with a Homeownership Voucher (#): the number of families enrolled in the homeownership voucher program and receiving prorated subsidy.
- Average HAP for Mixed Families ($): the total amount of prorated HAP for families enrolled in the homeownership voucher program and receiving prorated subsidy divided by the family count.

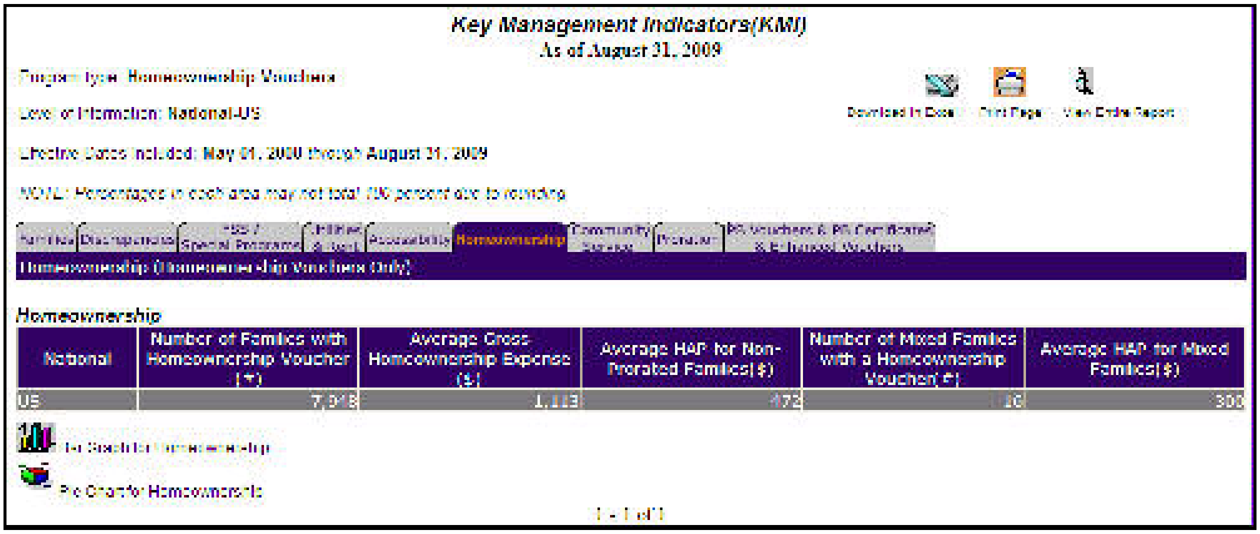


Figure 28: The Homeownership tab of the KMI Report

The **Community Service** tab of the KMI Report displays the following information about the individuals enrolled in the public housing program who are required to perform community service (see Figure 29):

- The geographic subset (the option that the user selected in the Level of Information area).
- Total Number of Individuals in Public Housing (#): the total number of individuals from all the households enrolled in the public housing program.
- Total Number of Individuals Exempt from Community Service Req. (#): the total number of individuals from all the households enrolled in the public housing program that are not required to perform community service.
- Total Number of Individuals Required to Perform Community Service (#): the total number of individuals from all the households enrolled in the public housing program that are required to perform community service.
- Percent of Individuals Meeting Community Service Req. (%): the percentage of individuals who are required to perform community service who meet the requirement.
- Percent of Individuals Not Meeting Community Service Req. (%): the percentage of individuals who are required to perform community service who do not meet the requirement.
- Percent of Individuals for whom Meeting of Community Service Req. is Pending (%): the percentage of individuals who are required to perform community service for whom the decision on whether they meet the community service requirement has not been made.

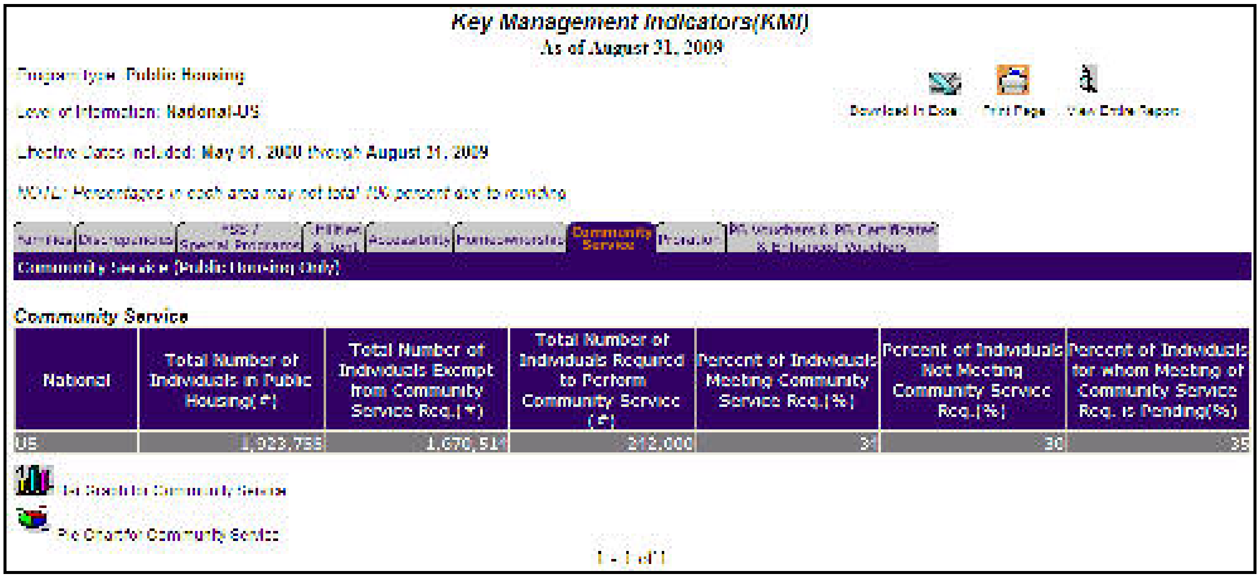


Figure 29: The Community Service tab of the KMI Report

The **Proration** tab of the KMI Report displays the information about the families that receive prorated subsidy (see Figure 30):

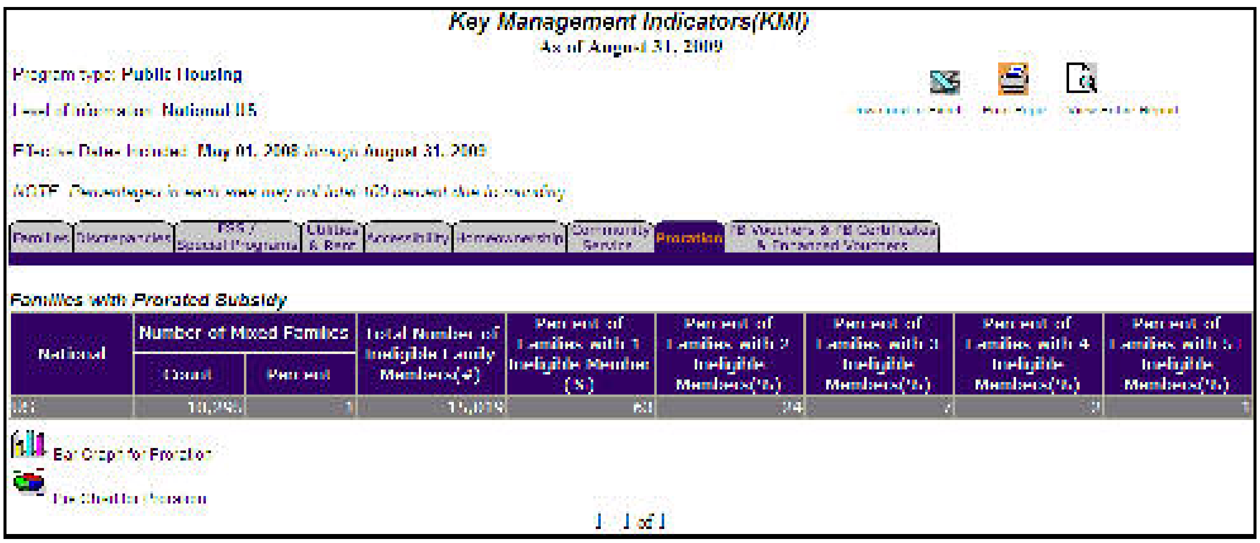


Figure 30: The Proration tab of the KMI Report

- The geographic subset (the option that the user selected in the Level of Information area).
- Number of Mixed Families Count: the number of families who receive prorated subsidy.
- Number of Mixed Families Percent: the percent of families who receive prorated subsidy out of the total number of families participating in the subsidized housing programs.
- Total Number of Ineligible Family Members (#): the total number of family members of the families who receive prorated subsidies that are ineligible for the following programs: public

housing, project-based certificates/vouchers, tenant-based vouchers, mod rehab, and homeownership vouchers.

- Percent of Families with 1 (2, 3, 4, 5+) Ineligible Member (%): the percent of families who receive prorated subsidies that have one (two, three, four, five or more) family member(s) ineligible for the following programs: public housing, project-based certificates/vouchers, tenant-based vouchers, mod rehab, and homeownership vouchers.

The **PB Vouchers & PB Certificates & Enhanced Vouchers** tab of the KMI Report displays the information about the units that are included in the voucher program and the share of units for every program (see Figure 31):

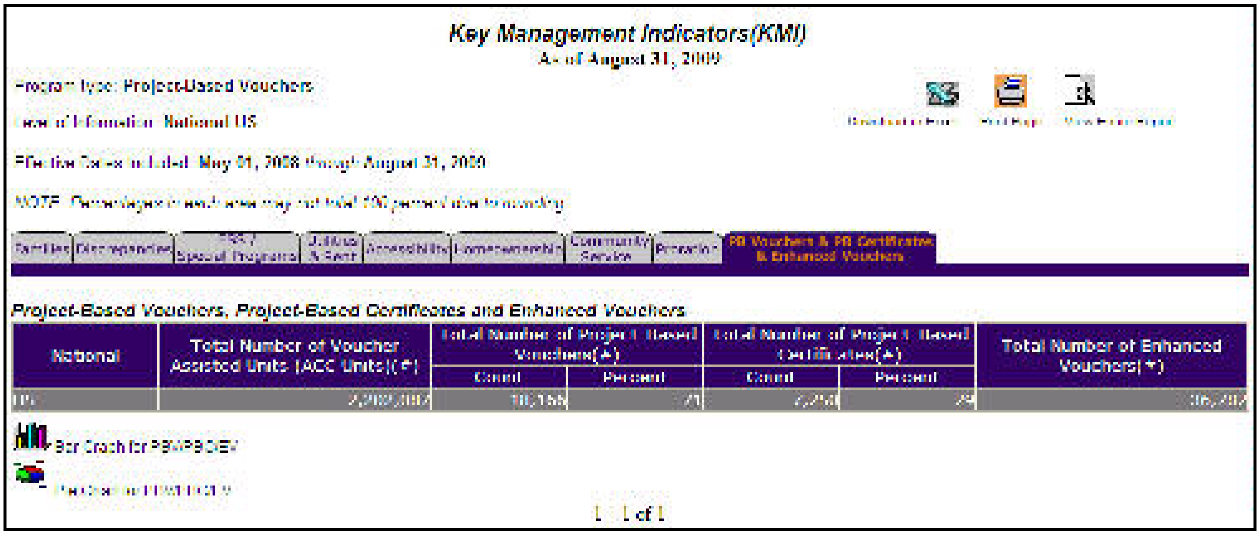


Figure 31: The PB Vouchers & PB Certificates & Enhanced Vouchers tab of the KMI Report

- The geographic subset (the option that the user selected in the Level of Information area).
- Total Number of Voucher Assisted Units (ACC Units) (#): the total number of units that are part of the inventory of the voucher assisted units.
- Total Number of Project-Based Vouchers (#): the number of families enrolled in the project-based voucher program. The Percent section displays the percentage of families enrolled in the project-based voucher program.
- Total Number of Project-Based Certificates (#): the number of families enrolled in the project-based certificate program. The Percent section displays the percentage of families enrolled in the project-based certificate program.
- Total Number of Enhanced Vouchers (#): the number of families enrolled in the enhanced voucher program.

When the user runs the report, they can set the program to display the report data either in the pie chart or a bar graph form (see Figure 32).

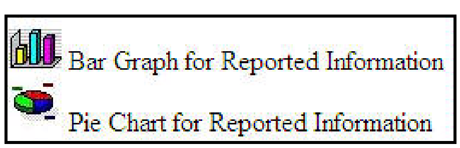


Figure 32: The icons available for displaying table data in a Bar Graph or Pie Chart

The KMI Report screen contains three options for further use of the data (see Figure 33):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 33: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.5 The Families Ending Participation Report

The **Families Ending Participation Report** allows the user to view the EOP information (see Figure 34). PHAs can use this report monitor the EOP submissions and maintain the accurate number of EOP records. The Families Ending Participation Report provides demographic and income information about families for whom a PHA has submitted End of Participation actions. In the same way that the New Admissions Report identifies information about who moves into assisted housing, the Families Ending Participation Report identifies characteristics of tenants who leave assisted housing.

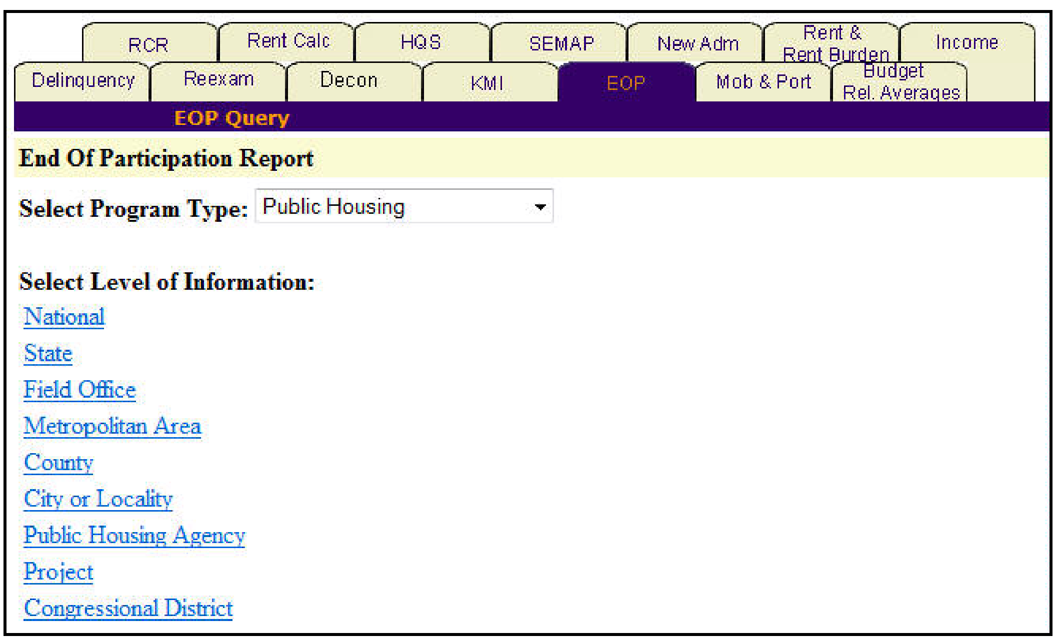


Figure 34: EOP Report tab

PHAs can examine the income data contained in this report to determine why some families discontinue participation in a PHA's assisted housing programs. The Distribution by Last Reported Income, Average Annual (%) reflects the different income categories for all families for whom the PHA submitted an end of participation in the past year.

Field offices may wish to access the Families Ending Participation Report during the annual assessment period under Notice PIH-2006-24. This report can help HUD offices evaluate a PHA's reporting rate. For example, the field office may discover that a PHA in its jurisdiction has a 125% reporting rate. The field office can access this report to determine if the PHA's inflated reporting rate resulted from a lack of submissions of end of participation data to the Form 50058 module.

To run the Families Ending Participation Report, the user must select the program type in the **Program Type** list. After the user selects the desired program type, the user must select the geographic subset in the **Select Level of Information** area, and click the **Report** button.

This report includes all records with effective dates within a 14-month timeframe

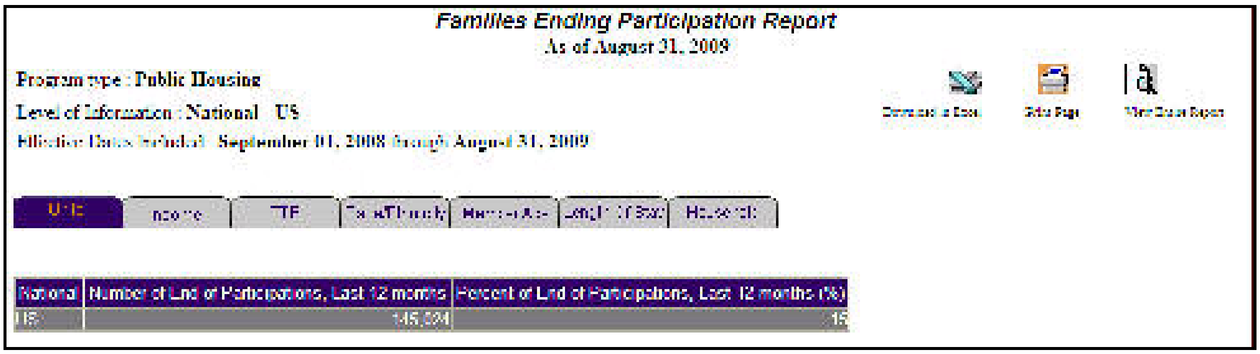


Figure 35: The Families Ending Participation Report

1.1.5.1 Information Displayed in the Families Ending Participation Report

The **Units** tab of the Families Ending Participation Report displays the overall EOP count (see Figure 35):

- The geographic subset (the option that the user selected in the Level of Information area).
- Number of End of Participations, Last 12 months: the number of the families who ended their participation in the subsidized housing programs.
- Percent of End of participations, Last 12 months (%): the percent of families who ended their participation in the subsidized housing program out of the total number of families taking part in the subsidized housing programs within the report criteria.

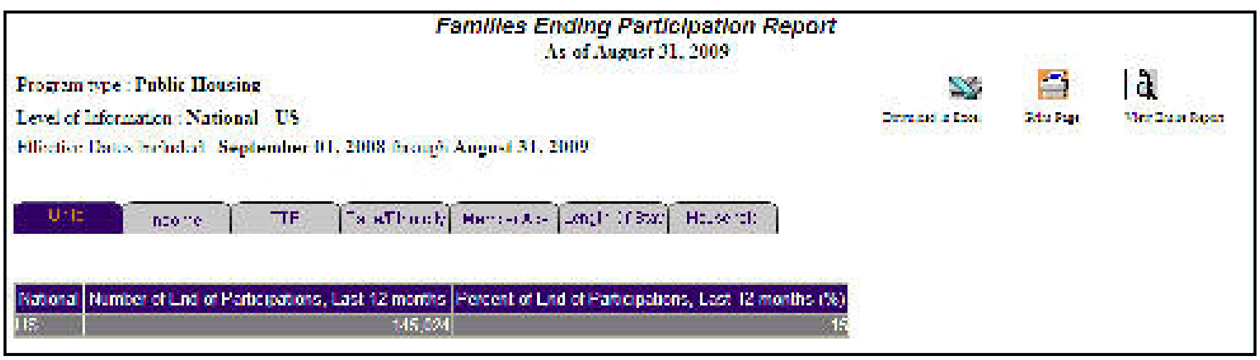


Figure 36 The Units tab of the Families Ending Participation Report

The **Income** tab of the Families Ending Participation Report displays the income data for families who leave the subsidized housing programs (see Figure 37).

The **Distribution by Last Reported Income, Average Annual (%)** section of the EOP Report displays the following:

- The geographic subset (the option that the user selected in the Level of Information area).
- The average annual percent of families who ended their participation in the subsidized housing programs and whose income is extremely low, very low, low, above low, and unspecified (Income Limit Unavailable).

The **Income, Average Annual ($)** section displays the average dollar income for families who ended their participation in the subsidized housing programs.

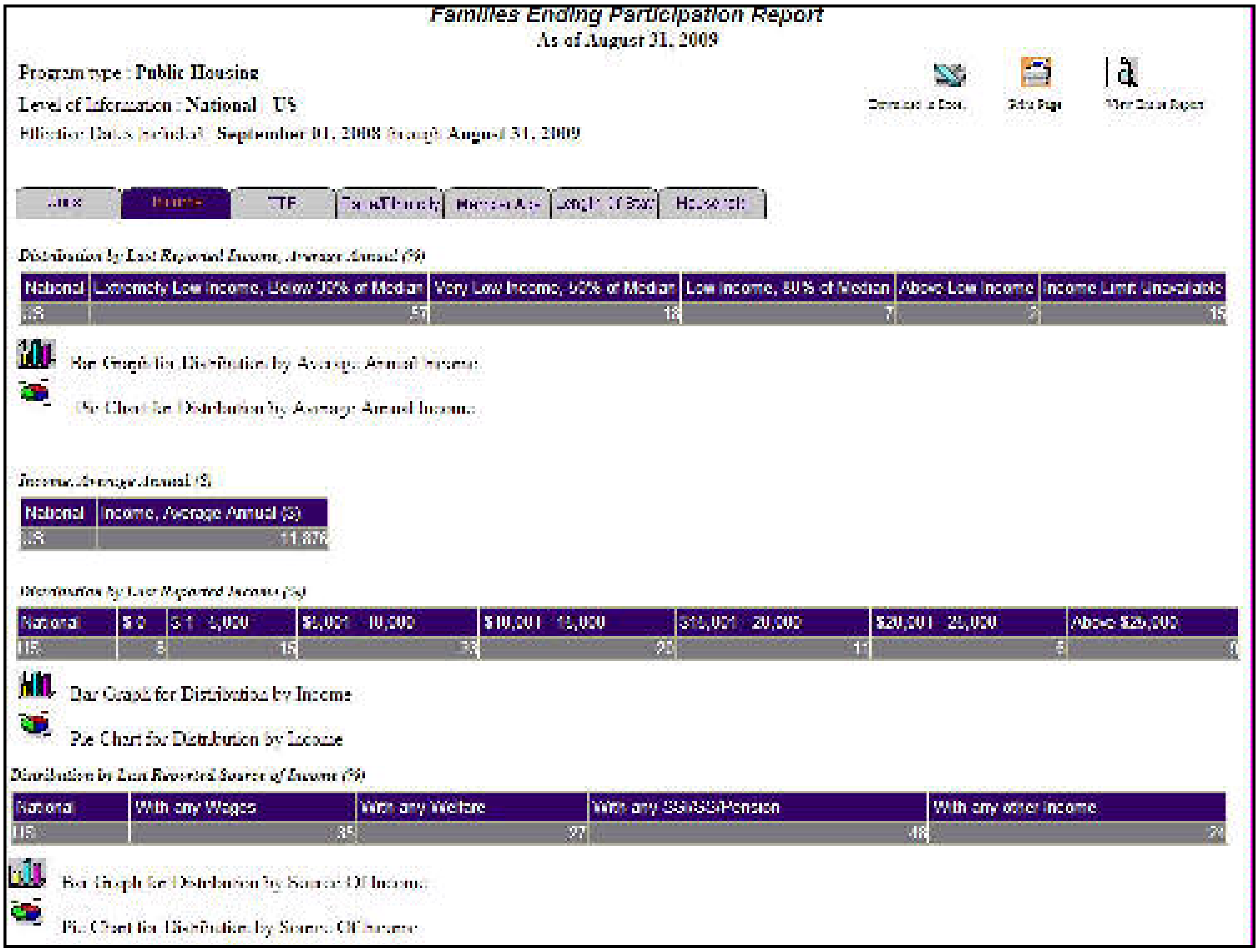


Figure 37: The Income tab of the Families Ending Participation Report

The **Distribution by Last Reported Income (%)** section of the EOP Report displays the percent of families within each respective income category out of the total number of families ending their participation in the subsidized housing programs within the report criteria.

The **Distribution by Last Reported Source of Income (%)** section of the EOP Report displays the following information:

- The geographic subset (the option that the user selected in the Level of Information area).
- With any Wages: the percent of families for which the amount of wages reported is greater than zero out of the total amount of families ending participation.
- With any Welfare: the percent of families for which the amount of welfare payments reported is greater than zero out of the total amount of families ending participation.
- With any SSI/SS/Pension: the percent of families for which the amount of SSI/SS/Pension reported is greater than zero out of the total amount of families ending participation.
- With any other Income: the percent of families that have any other source of income reported, which is than zero out of the total amount of families ending participation.

The **TTP** tab of the Families Ending Participation displays the total tenant payment data for families who leave the subsidized housing programs (see Figure 38).

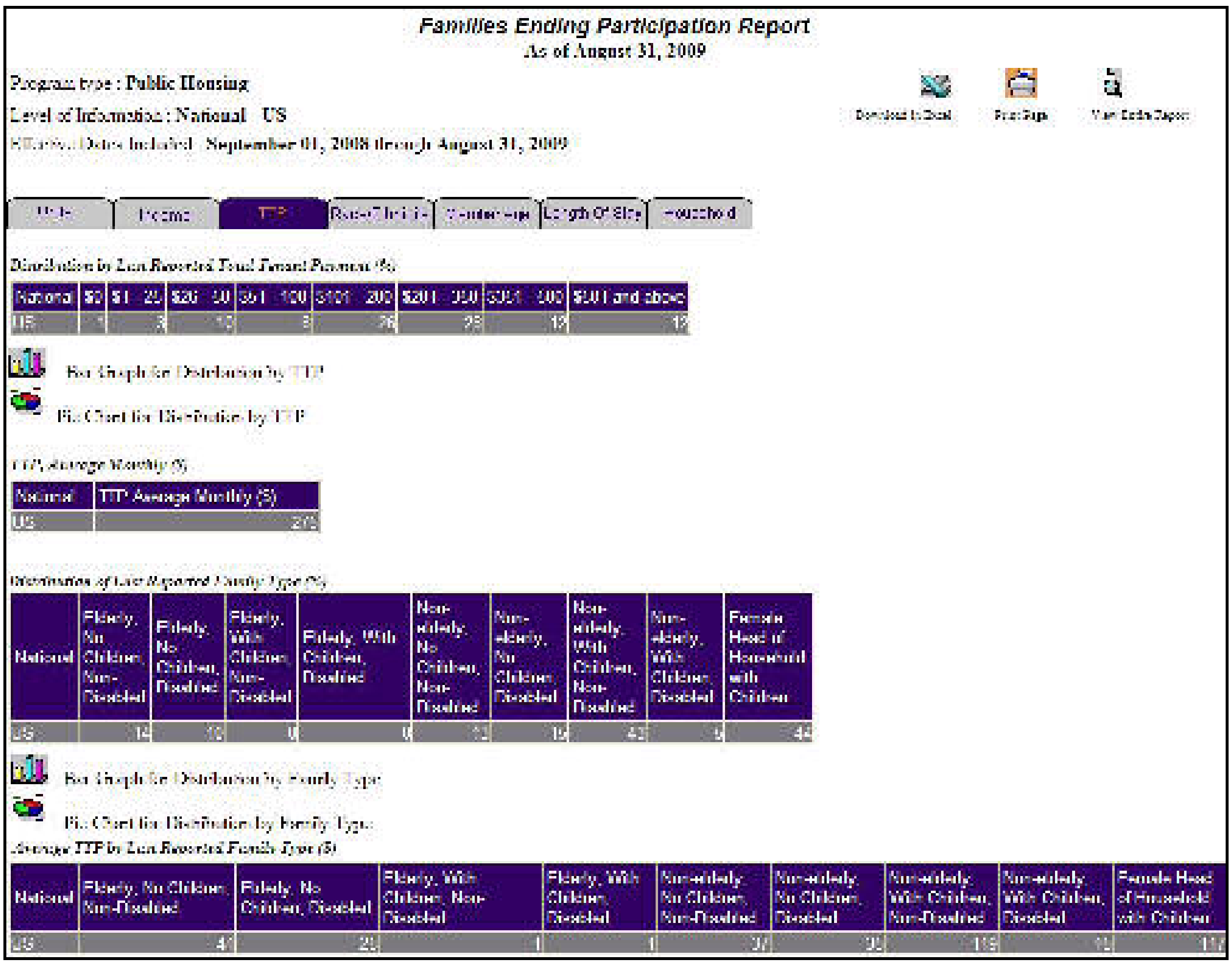


Figure 38: The TTP tab of the Families Ending Participation Report

The **Distribution by Last Reported Total Tenant Payment (%)** section of the report displays the percent of families within each respective last reported TTP category out of the total number of families ending participation within the report criteria.

The **TTP, Average Monthly ($)** section of the report displays the following information:

- The geographic subset (the option that the user selected in the Level of Information area).
- TTP Average Monthly: the average TTP. That is, the total amount of TTP paid by families who stop participating in the subsidized housing programs divided by the number of families ending participation.

The **Distribution of Last Reported Family Type (%)** section of the report displays the percentage of families distributed by family types within the report criteria (for example, elderly, no children, non-disabled, or elderly, no children, disabled, etc.).

The **Average TTP by Last Reported Family Type ($)** section f the report displays the average dollar amount of total tenant payment for families distributed by family types within the report criteria (for example, elderly, no children, non-disabled, or elderly, no children, disabled, etc.).

The Families Ending Participation Report screen contains three options for further use of the data (see Figure 39):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 39: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.6 The Resident Characteristics Report

The **Resident Characteristics Report** provides demographic and income information about families who are currently participating in the subsidized housing programs including thepublic housing, tenant-based housing choice voucher funded assistance and Section 8 moderate rehabilitation programs. This report provides summarized information about those families.

PHAs can use this report to improve the PHA operation and identify any needed policy changes to better serve the community. This report also provides the information about families who participate in the subsidized housing programs on various levels that emphasizes the importance of low-income housing programs.

The data provided in the Resident Characteristic Report allows field offices to monitor PHA's performances and compare similar PHAs with each other. The Office of Fair Housing and Equal Opportunity can use the information to identify potential discrimination.

This report can also help general public, researchers and demographers to study or compare information about subsidized housing residents in various geographic regions.

To run the Resident Characteristics Report, the user must select the program type in the **Select Program Type** list, and select the geographic subset in the **Select Level of Information** area (see Figure 40).

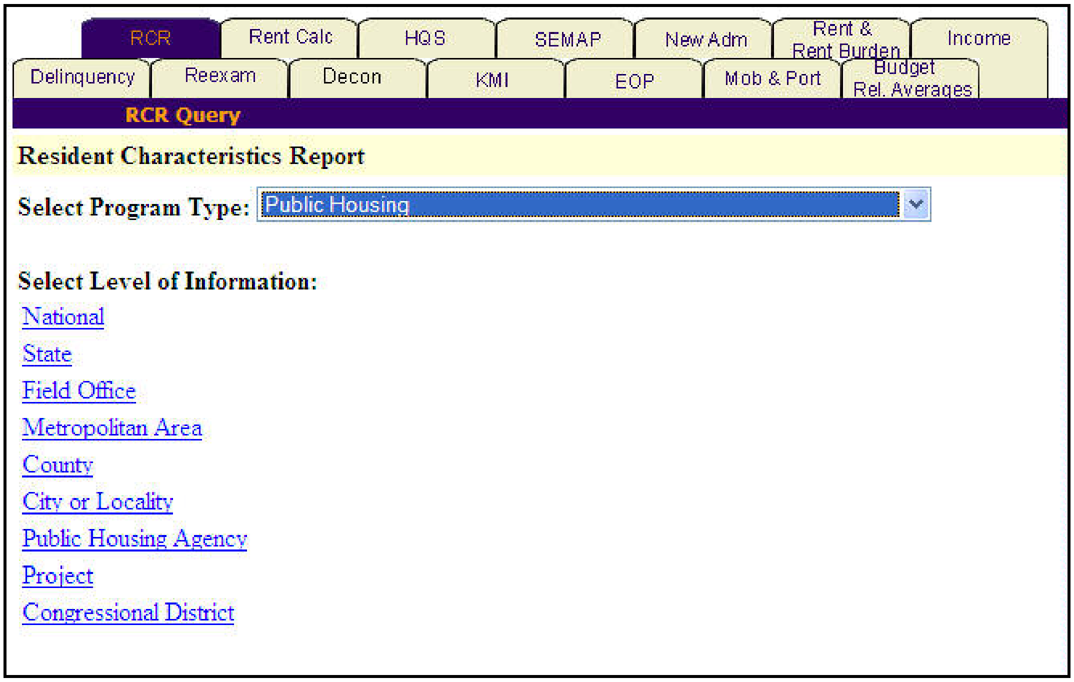


Figure 40: The Resident Characteristics Report settings

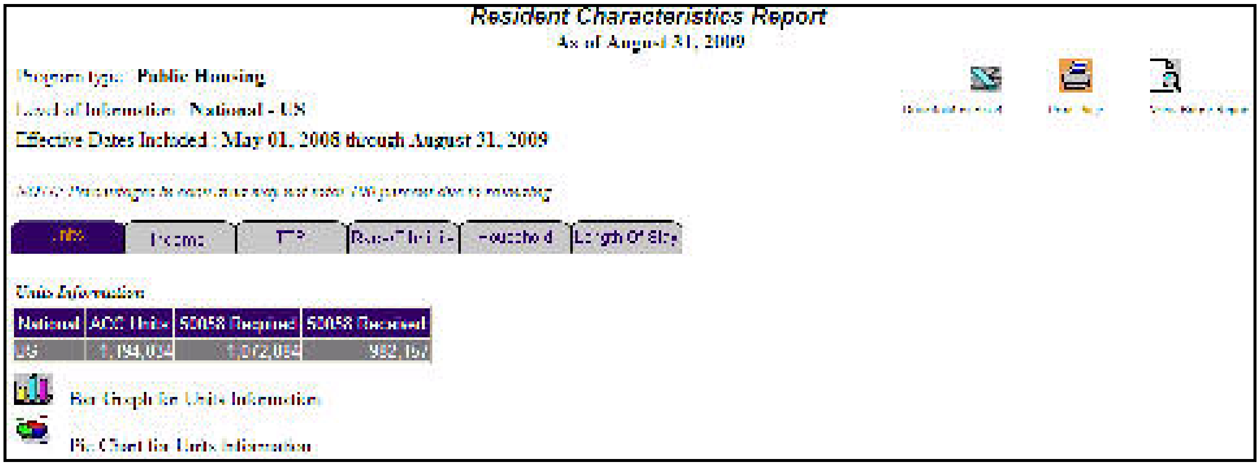
When the user selects the **National** option in the **Select Level of Information** area, the RCR Report displays the information without providing any comparison data. However, if the user selects any other level of information and runs the RCR Report, the program displays the national data for comparison automatically.

The RCR Report displays the data based on the most recent Form 50058 submissions with the effective dates beginning from the "as of" date of the report and going back sixteen months. The "as of" date is always the last day of the previous month.

1.1.6.1 Information displayed on the RCR Report

The **Units** tab of the RCR Report displays the following information (see Figure 41):

- The geographic subset (the option that the user selected in the Select Level of Information area).
- ACC Units: the total number of units allocated for the public housing, voucher-funded assistance, moderate rehabilitation and SRO program types.
- 50058 Required: the number of Form 50058 submissions planned for the selected program type and geographic subset.
- 50058 Received: the number of Form 50058 submissions actually received within the selected program type and geographic subset.



Resident Characteristics Report
As of August 31, 2009

Program type: Public Housing
Level of Information: National - US
Effective Dates Included : May 01, 2008 through August 31, 2009

Units | Income | TTP | Race/Ethnicity | Household | Length Of Stay

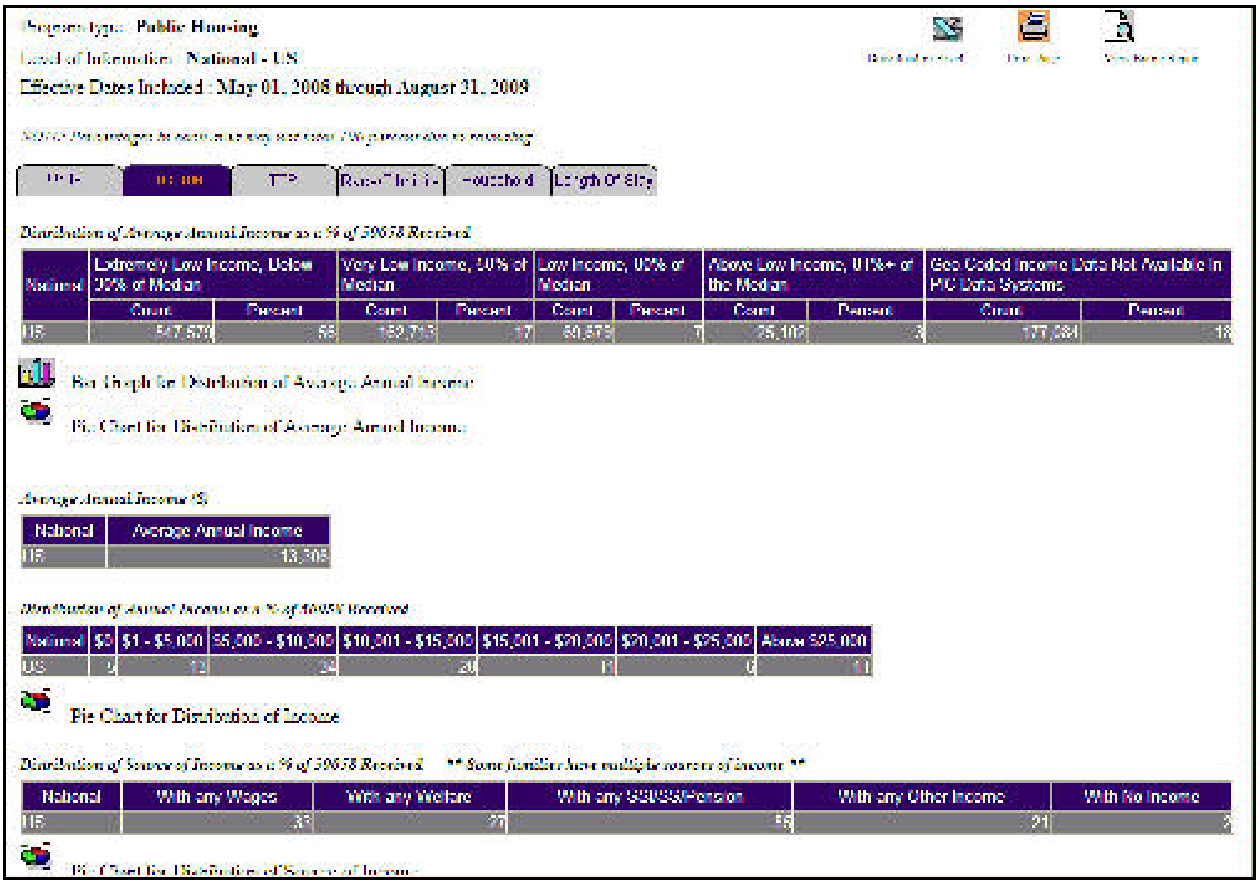
Units Information

National	ACC Units	50058 Required	50058 Received
US	1,194,034	1,072,094	992,157

Bar Graph for Units Information
Pie Chart for Units Information

Figure 41: The Units tab of the RCR Report

The **Income** tab of the RCR Report provides income information for families who are within the selected report criteria (see Figure 42).



Program type: Public Housing
Level of Information: National - US
Effective Dates Included : May 01, 2008 through August 31, 2009

Units | Income | TTP | Race/Ethnicity | Household | Length Of Stay

Distribution of Average Annual Income as a % of 50058 Received

National	Extremely Low Income, Below 30% of Median		Very Low Income, 50% of Median		Low Income, 80% of Median		Above Low Income, 81%+ of the Median		Geo Coded Income Data Not Available in PIC Data Systems	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	547,579	56	162,713	17	60,573	7	25,102	3	177,084	18

Bar Graph for Distribution of Average Annual Income
Pie Chart for Distribution of Average Annual Income

Average Annual Income ($)

National	Average Annual Income
US	13,305

Distribution of Annual Income as a % of 50058 Received

National	$0	$1 - $5,000	$5,000 - $10,000	$10,001 - $15,000	$15,001 - $20,000	$20,001 - $25,000	Above $25,000
US	9	12	24	20	11	6	11

Pie Chart for Distribution of Income

Distribution of Source of Income as a % of 50058 Received ** Some families have multiple sources of income **

National	With any Wages	With any Welfare	With any SS/SSI/Pension	With any Other Income	With No Income
US	33	27	56	21	2

Pie Chart for Distribution of Source of Income

Figure 42: The Income tab of the RCR Report

The **Distribution of Average Annual Income as a % of 50058 Received** section of the report provides the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- Extremely Low Income, Below 30% of Median. The Count column displays the number of families for which the last reported income was less or equal 30% of median income in the area. The Percent column displays the precent of families for which the last reported income was less or equal 30 % of median income in the area.
- Very Low Income, 50% of Median. The Count column displays the number of families for which the last reported income was 31% - 50% of median income in the area. The Percent column displays the precent of families for which the last reported income was 31% - 50% of median income in the area.
- Low Income, 80% of Median. The Count column displays the number of families for which the last reported income was 51% - 80% of median income in the area. The Percent column displays the precent of families for which the last reported income was 51% - 80% of median income in the area.
- Above Low Income, 81% + of the Median. The Count column displays the number of families for which the last reported income was equal or more than 81% of median income in the area. The Percent column displays the precent of families for which the last reported income was equal or more than 81% of median income in the area.
- Geo-Coded Income Data Not Available In PIC Data Systems. The Count column displays the number of families for which the income data is not available. The Percent column displays the precent of families for which the income data is not available.

The **Average Annual Income ($)** section of the report provides the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- Average Annual Income: the total amount of income for the families within the report criteria divided by the number of those families.

The **Distribution of Annual Income as a % of 50058 Received** section of the report provides the data about the number of families within each respective income categories that fall within the report criteria out of the total number of 50058 submissions received.

The **Distribution of Source of Income as a % of 50058 Received** section of the report provides the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- With any Wages: the percent of families where income coming from wages is greater than zero.
- With any Welfare: the percent of families where welfare income is greater than zero.
- With any SSI/SS Pension: the percent of families where the SSI/SS pension income is greater than zero.
- With any Other Income: the percent of families where other income (for example, child support, unemployment, medical reimbursement, etc.) is greater than zero.
- With No Income: the percent of families where the income source is missing.

The **TTP** tab of the RCR report displays the TTP (Total Tenant Payment) information for families that matched the user search criteria (see Figure 43).

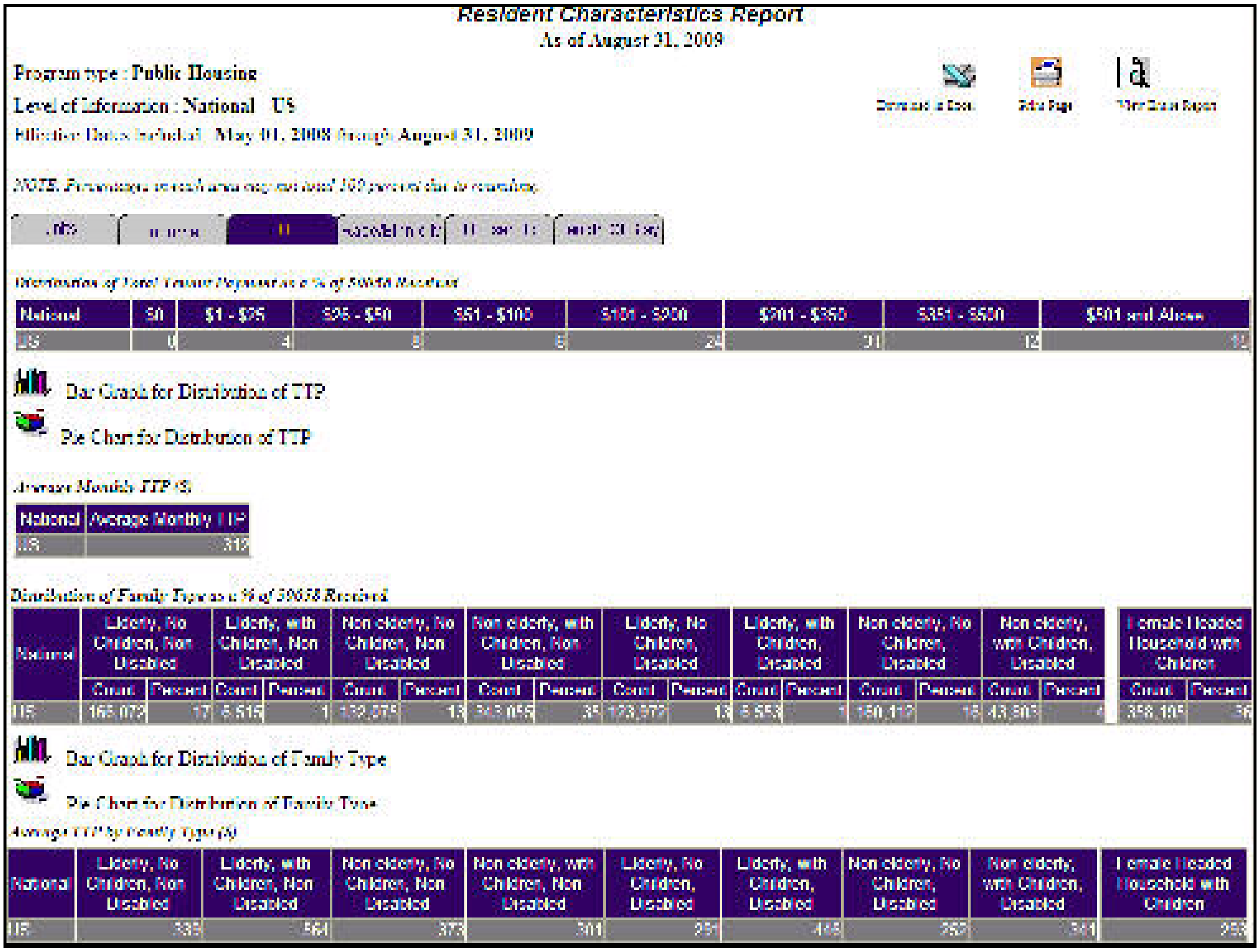


Figure 43: The TTP tab of the RCR Report

The **Distribution of Total Tenant Payment as a % of 50058 Received** section of the report displays the percent of families within each respective TTP category out of the total number of 50058 submissions received.

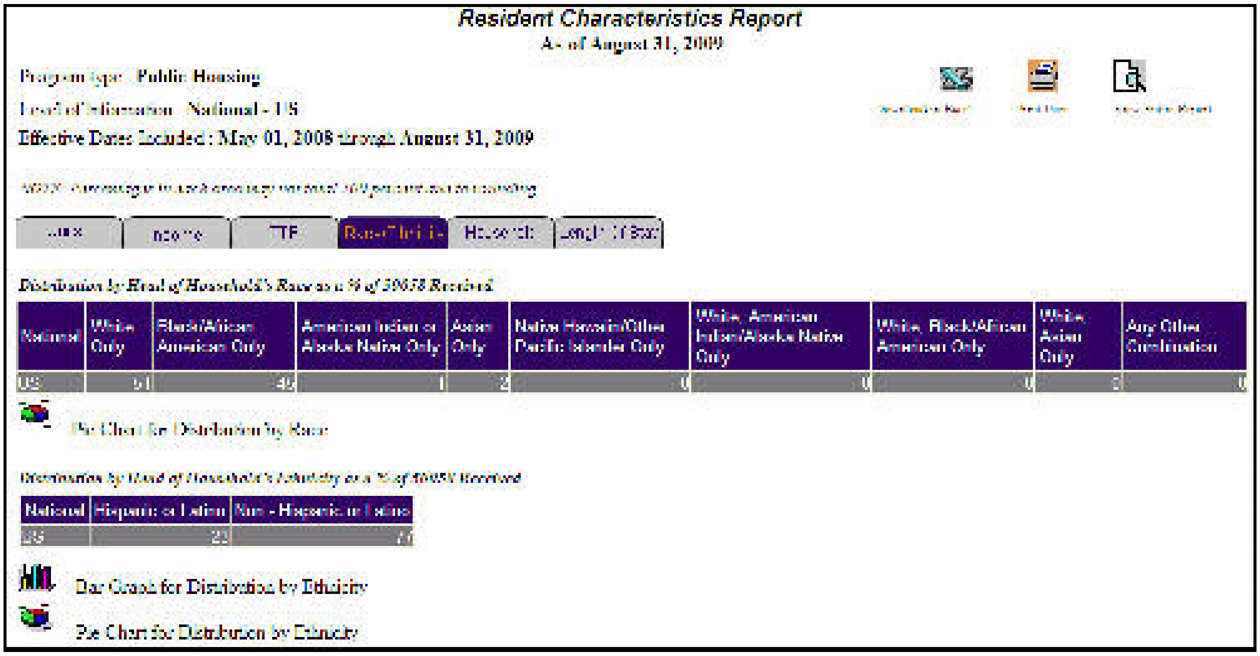
The **Average Monthly TTP ($)** section of the report displays the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- Average Monthly TTP: the total amount of monthly TTP divided by the number of families included in the total amount of TTP.

The **Distribution of Family Type as a % of 50058 Received** section of the report displays the data about families within the report criteria distributed by their respective family types. The Count column displays the number of families within each family type, and the Percent column displays the percentage of families within each family type within the report criteria.

The **Average TTP by Family Type ($)**section of the report displays the average TTP amounts for different family types, for example, elderly, no children, non-disabled, or elderly, with children, non-disabled, etc.

The **Race/Ethnicity** tab of the RCR Report displays the race and ethnicity information for the head of households who participate in the subsidized housing programs (see Figure 44).



Resident Characteristics Report
As of August 31, 2009

Program type: Public Housing
Level of Information: National - US
Effective Dates Included : May 01, 2008 through August 31, 2009

Distribution by Head of Household's Race as a % of 50058 Received

National	White Only	Black/African American Only	American Indian or Alaska Native Only	Asian Only	Native Hawaiin/Other Pacific Islander Only	White, American Indian/Alaska Native Only	White, Black/African American Only	White, Asian Only	Any Other Combination
US	51	49	1	2	0	0	0	0	0

Pie Chart for Distribution by Race

Distribution by Head of Household's Ethnicity as a % of 50058 Received

National	Hispanic or Latino	Non - Hispanic or Latino
US	23	77

Bar Graph for Distribution by Ethnicity
Pie Chart for Distribution by Ethnicity

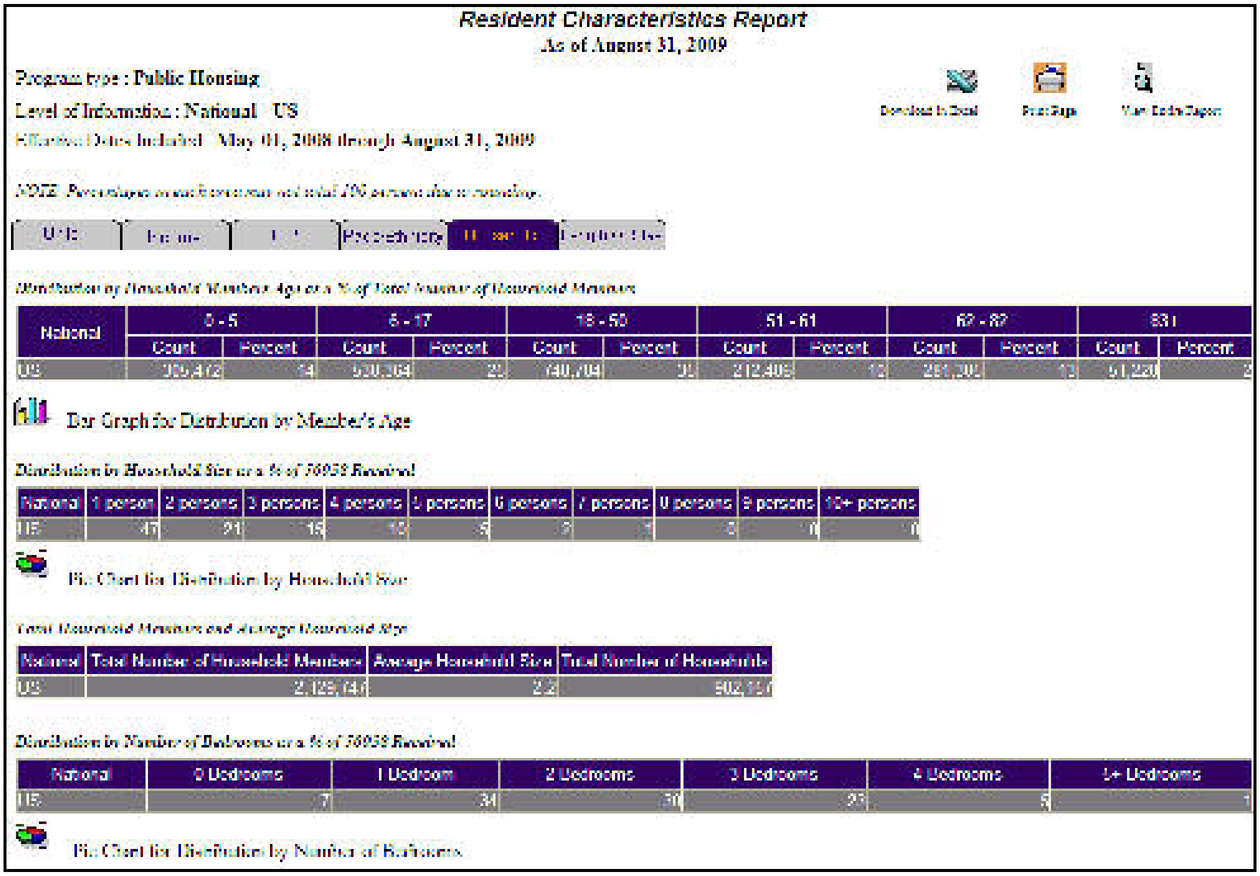
Figure 44: The Race/Ethnicity tab of the RCR Report

The **Distribution by Head of Household's Race as a % of 50058 Received** section of the report displays the data about families within the report criteria distributed by the head of household's race (for example, white only, black/African American only, etc.)

The **Distribution by Head of Household's Ethnicity as a % of 50058 Received** section of the report displays the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- Hispanic or Latino: the percent of families where the head of household is a member of the program within the report criteria and is Hispanic or Latino.
- Non-Hispanic or Latino: the percent of families where the head of household is a member of the program within the report criteria and is not Hispanic or Latino.

The **Household** tab of the RCR Report displays the information about the age of the members of household, the number of members in households, the average household size and the number of bedrooms per household (see Figure 45).



Resident Characteristics Report
As of August 31, 2009

Program type : Public Housing
Level of Information : National US
Effective Dates Included: May 01, 2008 through August 31, 2009

NOTE: Percentages in each category may not total 100 percent due to rounding.

Units | Income | [illegible] | Race/Ethnicity | Household | [illegible]

Distribution by Household Members Age as a % of Total Number of Household Members

National	0 - 5		6 - 17		18 - 50		51 - 61		62 - 82		83+	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
US	305,472	14	530,364	25	740,704	35	212,405	10	281,305	13	51,220	2

Bar Graph for Distribution by Member's Age

Distribution by Household Size as a % of 50058 Received

National	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons	9 persons	10+ persons
US	47	21	15	10	5	2	1	0	0	0

Pie Chart for Distribution by Household Size

Total Household Members and Average Household Size

National	Total Number of Household Members	Average Household Size	Total Number of Households
US	2,129,74[illegible]	2.2	962,15[illegible]

Distribution by Number of Bedrooms as a % of 50058 Received

National	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms
US	7	34	30	23	5	1

Pie Chart for Distribution by Number of Bedrooms

Figure 45: The Household tab of the RCR Report

The **Distribution by Household Members Age as a % of Total Number of Household Members** section displays the age demographic among the families included in the report. The Count column of each age group displays the total number of family members of that age among households included in the report. The Percent column displays the percentage of the household members within each age group out of the total number of family members included in the report.

The **Distribution of Household Size as a % of 50058 Received** section displays the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- 1 Person – 10+ Persons. These columns display the percent of households with the number of members displayed as the column headings out of the totla number of households included in the report.

The **Total Household Members and Average Household Size** section displays the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- Total Number of Household Members: the number of household members in all the households within the selected report criteria.

- Average Household Size: the total number of household members divided by the number of househods.
- Total Number of Households: the total number of families within the report criteria based on the Form 50058 submissions.

The **Distribution by Number of Bedrooms as a % of 50058 Received** section displays the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- 0 Bedrooms – 5 + Bedrooms. These columns display the percent of families who live in units with the number of bedrooms designated in the column headings out of the total number of families within the report criteria.

The **Length of Stay** tab of the RCR Report displays the information about how long the currently assisted families received subsidized housing services (see Figure 46).

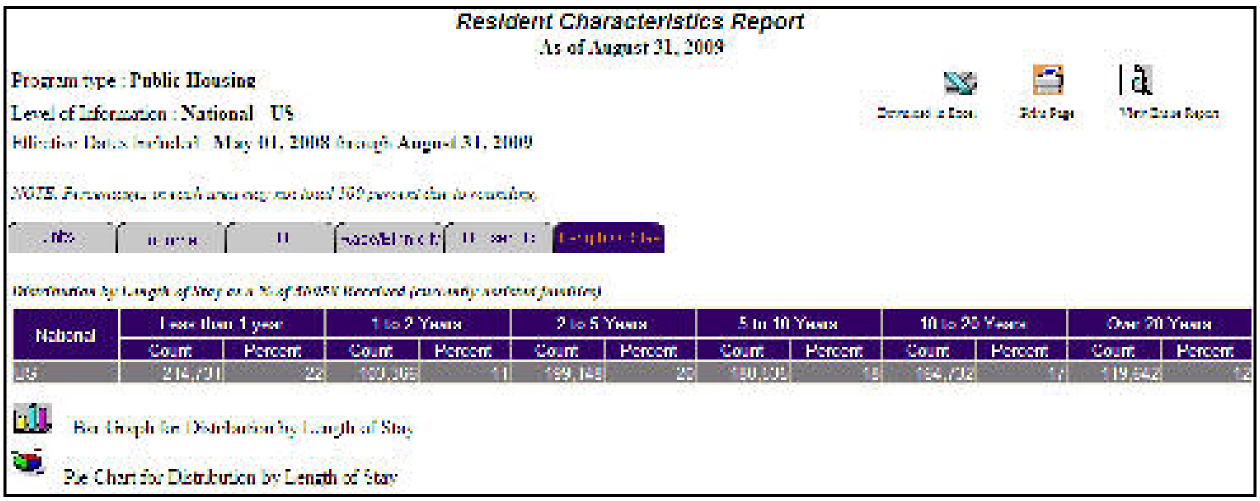


Figure 46: The Length of Stay tab of the RCR Report

The **Distribution by Length of Stay as a % of 50058 Received (currently assisted families)** section of the RCR Report displays the following information:

- The geographic subset (the option that the user selected in the Select Level of Information area).
- Less than 1 year. The Count column displays the number of currently assister families who have lived in the subsidized housing units for less than 1 year. The Percent column displays the percent of families who have lived in the subsidized housing units for less than 1 year out of the total number of families within the report criteria.
- 1 to 2 Years. The Count column displays the number of currently assister families who have lived in the subsidized housing units for 1 to 2 years. The Percent column displays the percent of families who have lived in the subsidized housing units for 1 to 2 years out of the total number of families within the report criteria.
- 2 to 5 Years. The Count column displays the number of currently assister families who have lived in the subsidized housing units for 2 to 5 years. The Percent column displays the percent of

families who have lived in the subsidized housing units for 2 to 5 years out of the total number of families within the report criteria.

- 5 to 10 Years. The Count column displays the number of currently assister families who have lived in the subsidized housing units for 5 to 10 years. The Percent column displays the percent of families who have lived in the subsidized housing units for 5 to 10 years out of the total number of families within the report criteria.
- 10 to 20 Years. The Count column displays the number of currently assister families who have lived in the subsidized housing units for 10 to 20 years. The Percent column displays the percent of families who have lived in the subsidized housing units for 10 to 20 years out of the total number of families within the report criteria.
- Over 20 Years. The Count column displays the number of currently assister families who have lived in the subsidized housing units for over 20 years. The Percent column displays the percent of families who have lived in the subsidized housing units for over 20 years out of the total number of families within the report criteria.

When the user runs the report, they can set the program to display the report data either in the pie chart or a bar graph form (see Figure 47).

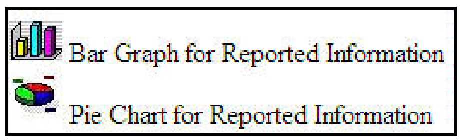


Figure 47: The icons available for displaying table data in a Bar Graph or Pie Chart

The RCR Report screen contains three options for further use of the data (see Figure 48):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 48: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.7 SEMAP Indicators Report

The **SEMAP Indicators Report** provides information about PHA's operation and performance. Using the SEMAP Indicators Report, a PHA can conduct self assessment throughout the year. That is, PHAs can use the report to determine how well they manage their voucher programs. It may also provide information to determine key strengths and weaknesses of a particular program.

The SEMAP Indicators Report provides the names of participants whose records are overdue, or contain errors. Thus, the PHAs can refer to the corresponding detail reports (for example, Reexamination Report, Housing Quality Standards Report, Tenant Rent Calculation Discrepancy Report, etc.), to view the records concerning the last reexamination or inspection, rent discrepancies, and records that indicate that the unit passed HQS after the effective date. Then, PHAs can identify the records that may impact their fiscal year end SEMAP score and take the appropriate action.

Field Offices may use the SEMAP Indicators Report to compare management indicators for different PHAs and identify more efficient PHAs and less efficient ones. Then, field offices may review the management indicators for specific PHAs to identify areas for performance review. If a PHA manages more than one HUD program, then field offices may compare the management indicators for different program types to identify areas that need improvement.

The user can run this report for only one program type. The default program type for this report is **All Voucher Programs** (see Figure 49). The user can only run the report by housing authority as well. So, to run the report, the user must select the desired housing authority, and click **Report**.

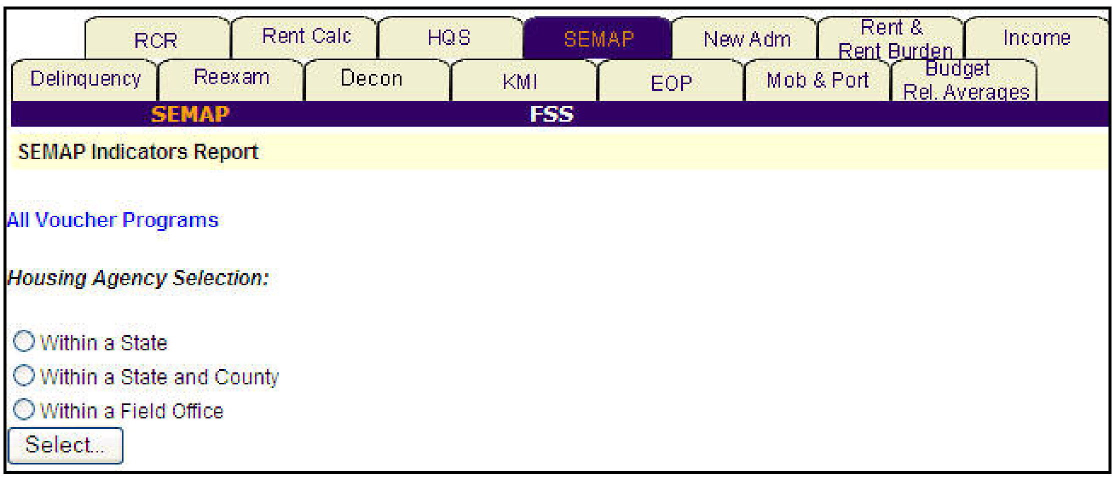


Figure 49: The SEMAP Indicators Report

1.1.7.1 Information Displayed in the SEMAP Indicators Report

When the user runs the SEMAP Indicators Report, the program displays the **Current SEMAP Indicator Information** tab (see Figure 50). This tab includes information from all the Form 50058 submissions up to the “as of” date of the report. The “as of” date of the report is the last day of the previous month. The data displayed on the report may vary monthly, since the PHA staff corrects the deficiencies or submits the new data to IMS.

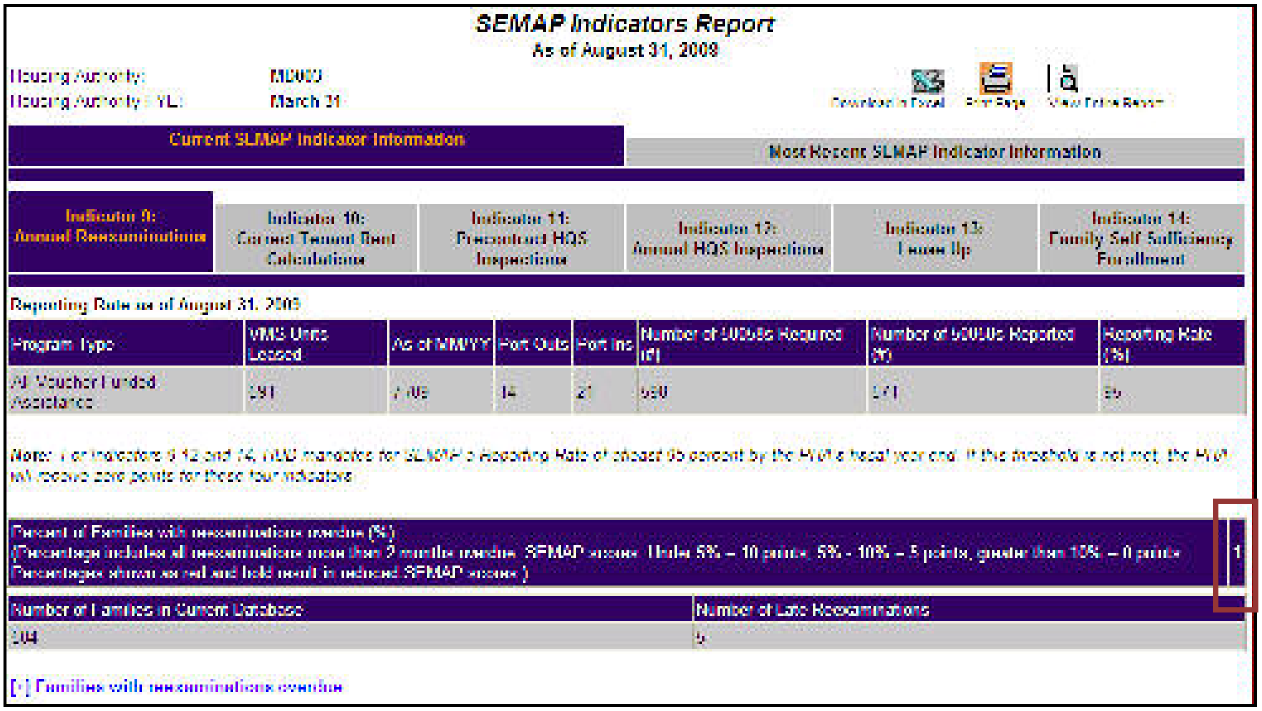


Figure 50: The Indicator 9 of the Current SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Current SEMAP Indicator Information** tab includes 6 sub tabs for management indicators 9 through 14.

The **Indicator 9: Annual Reexaminations** sub tab includes the following data:

- The Reporting Rate "as of" date of the report.
- Program Type: the program type included in the report.
- VMS Units Leased: the number of units leased that matched the report criteria.
- As of MM/YY: the month and the year of the latest submission of the PHA to VMS. The month should always be a quarter end (for example, 03, 06, 09, or 12).
- Port-Outs, and Port-Ins: the number of port-outs and port-ins.
- Number of 50058 Required (#): the number of Form 50058 submissions planned for the particular PHA within the report criteria.
- Number of 50058 Received (#): the number of Form 50058 submissions actually received for the particular PHA within the report criteria.
- Reporting Rate (%): the reporting rate indicates the ratio of the actually received Form 50058 submissions to the number of Form 50058 submissions planned.
- Percent of Families with the reexamination overdue (%): the percent of families with the reexamination overdue out of the total number of families within the report criteria. The count of families (the value indicated in the Reexamination Report) with 14 or more months since the last reexamination divided by the number of Form 50058 submissions in the current IMS database.

- Number of Families in Current Database: the number of families in the current database matching the report criteria.
- Number of Late Reexaminations: the number of families with the reexamination overdue out of the total number of families within the report criteria.

If the user expands the **Families with reexaminations overdue** list, the program will display the list of families within the report criteria that need reexamination. It provides the following detail:

- Last Name, First Name, Middle Initial: the last name, first name, and the middle initial of the head of household.
- Date of last annual reexamination: the effective date of action types New Admission, or Annual Reexamination.
- Number of Months since Last Annual Reexamination: the number of months since the effective date of the last annual reexamination.

The **Indicator 10: Correct Tenant Rent Calculations** sub tab of the **Current SEMAP Indicator Information** tab, displays the following information (see Figure 51):

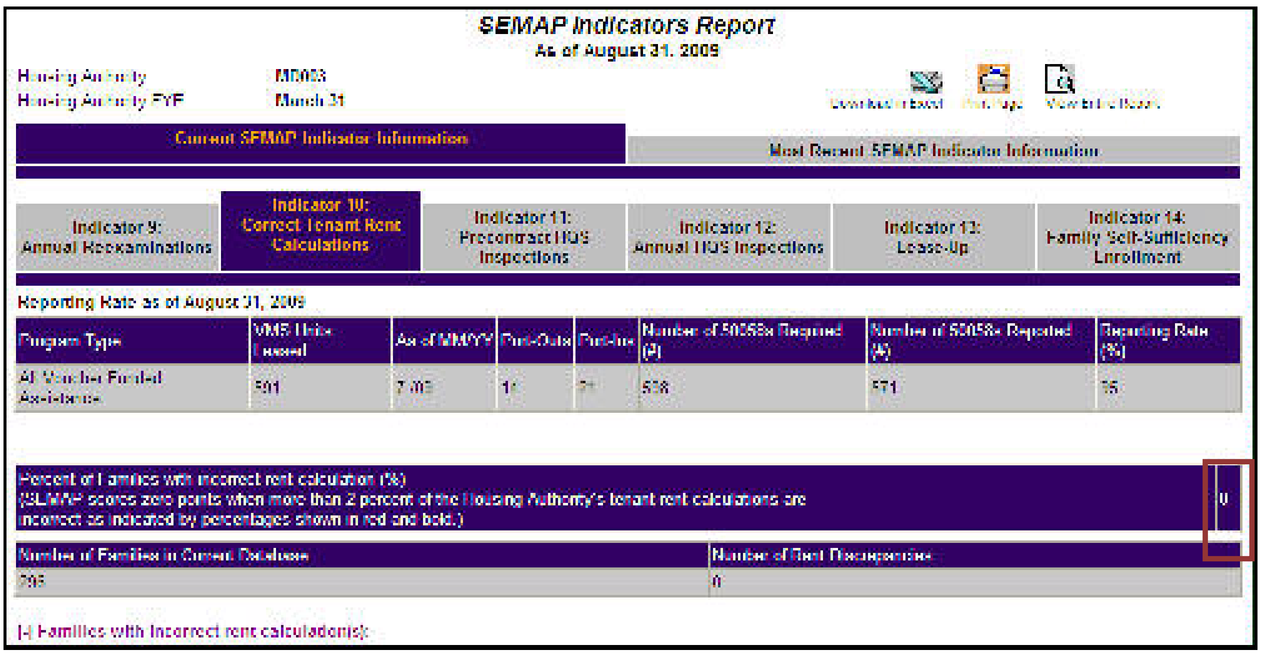


Figure 51: The Indicator 10 of the Current SEMAP Indicators Information tab (SEMAP Indicators Report)

- Percent of Families with incorrect rent calculation (%): the number of families within the report criteria with incorrect rent calculation. That is, the number of families displayed in the Rent Calculation Report for the current PHA, divided by the total number of families in the IMS database matching the report criteria.
- Number of Families in Current Database: the number of families in the current database matching the report criteria.
- Number of Rent Discrepancies: the number of families with rent discrepancies.

If the user expands the **Families with incorrect rent calculation(s)** list, the program will display the number of families matching the report criteria, and will provide the following details:

- Last Name, First Name, Middle Initial: the last name, first name, and the middle initial of the head of household.
- Amount of rent calculation discrepancy ($): the amount of discrepancy. If the number is an overpayment, then the program will displays the number as is. If the amount is an underpayment, then the program will display the number in parenthesis to indicate that it is an underpayment.

The **Indicator 11: Precontract HQS Inspections** sub tab of the **Current SEMAP Indicator Information** tab displays the information about the units that passed the HQS inspection (see Figure 52):

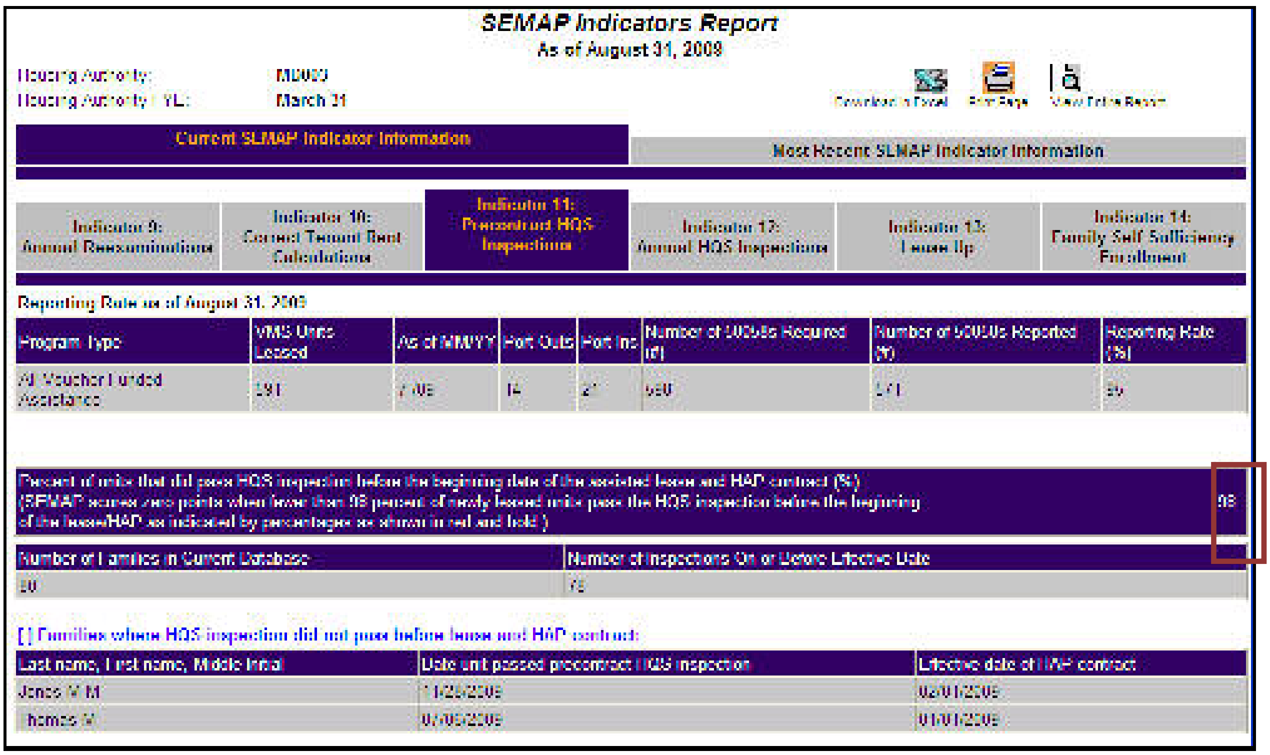


Figure 52: The Indicator 11 of the Current SEMAP Indicators Information tab (SEMAP Indicators Report)

- Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%): the percent of families that occupied the unit before or on the effective date of the HQS.
- Number of Families in Current Database: the number of families in the current database matching the report criteria.
- Number of Inspections On or Before Effective Date: the number of families whose effective date of occupying the unit is the the same or earlier than the effective date of the HQS inspection.

If the user expands the **Families where HQS Inspection did not pass before lease and HAP contract** list, than the program displays the families who occupied the unit before the effective date of the HQS inspection providing the following details:

- Last Name, First Name, Middle Initial: the last name, first name, and the middle initial of the head of household.
- Date unit passed precontract HQS inspection: the effective date of the last HQS inspection that the unit passed.
- Effective date of HAP contract: the effective date of action.

The **Indicator 12: Annual HQS Inspections** sub tab of the **Current SEMAP Indicator Information** tab displays the information about the units that passed the annual HQS inspection (see Figure 53). The data does not include the project-based voucher, and the homeownership voucher data.

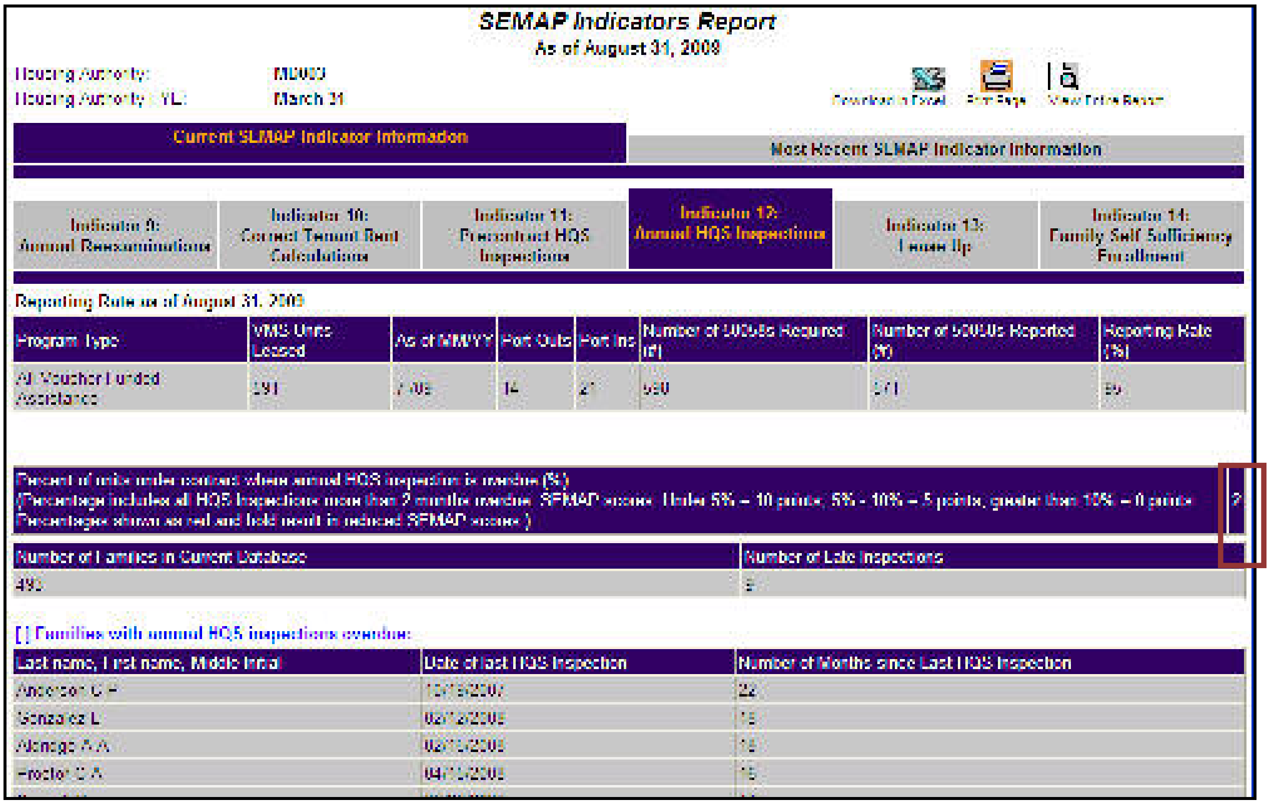


Figure 53: The Indicator 12 of the Current SEMAP Indicators Information tab (SEMAP Indicators Report)

- Percent of units under contract where annual HQS inspection is overdue (%): the percent of families for which 14 or more months have passed since the last HQS inspection.
- Number of Families in Current Database: the number of families in the current database matching the report criteria.
- Number of Late Inspections: the number of families for which 14 or more months have passed since the last annual HQS inspection.

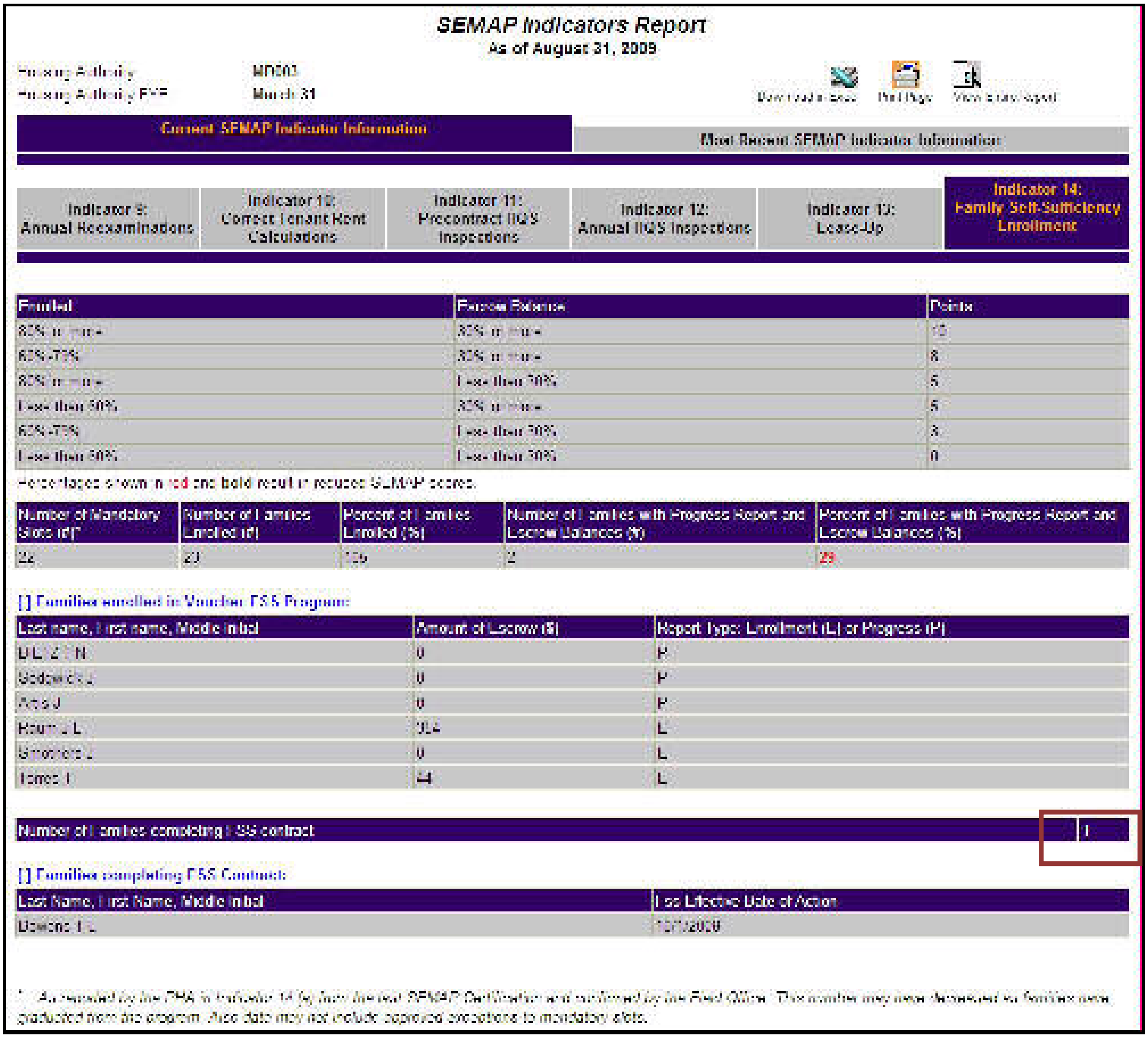
If the user expands the **Famlies with annual HQS Inspection overdue** list, than the program displays the families who occupied the unit before the effective date of the HQS inspection providing the following details:

- Last Name, First Name, Middle Initial: the last name, first name, and the middle initial of the head of household.
- Date of last HQS inspection: the effective date of the last HQS inspection that the unit passed.
- Number of Months since Last HQS Inspection: the number of months since the effective date of the last HQS inspection.

The **Indicator 13: Lease-Up** sub tab displays the PHA's response to the Indicator 13 requirement. Indicator 13 monitors whether PHAs utilize at least 95% of the budget provided for the units that have been part of the PHAs' inventory for that full past fiscal year and whether PHAs' have tenants in at least 95% of those units. If a PHA has at least 95% of the units occupied and spends at least 95% of the budget provided for those units, the PHA can answer "Yes" to this indicator and will score 20 points for it. For example, if a PHA has managed 100 units for the past fiscal year, 95 units must be occupied for the PHA to receive the points. If the budget provided for these units was 100,000 for the entire fiscal year, the PHA has to spend at least 95,000 on the upkeep of the units occupied by those 95 tenants.

The **Indicator 13: Lease-Up** sub tab of the the **Current SEMAP Indicator Information** tab does not display any data because the PHA has to provide and answer to the indicator 13. It happens during the SEMAP certification process within 60 days of the FYE date. Thus, the user can see the last PHA's response to the indicator 13 on the **Most Recent SEMAP Indicator Information** tab.

The **Indicator 14: Family Self-Sufficiency Enrollment** sub tab of the **Current SEMAP Indicator Information** tab displays the information about the FSS program and the families involved in it (see Figure 54):



SEMAP Indicators Report
As of August 31, 2009

Housing Authority	MD003
Housing Authority FYE	March 31

Download in Excel | Print Page | View Score Report

Current SEMAP Indicator Information | Most Recent SEMAP Indicator Information

Indicator 9: Annual Reexaminations | Indicator 10: Correct Tenant Rent Calculations | Indicator 11: Precontract HQS Inspections | Indicator 12: Annual HQS Inspections | Indicator 13: Lease-Up | Indicator 14: Family Self-Sufficiency Enrollment

Enrolled	Escrow Balance	Points
80% or more	30% or more	10
60%-79%	30% or more	8
80% or more	Less than 30%	5
Less than 60%	30% or more	5
60%-79%	Less than 30%	3
Less than 60%	Less than 30%	0

Percentages shown in red and bold result in reduced SEMAP scores.

Number of Mandatory Slots (#)*	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
22	23	105	2	29

[ ] Families enrolled in Voucher FSS Program:

Last name, First name, Middle initial	Amount of Escrow ($)	Report Type: Enrollment (E) or Progress (P)
[illegible]	0	P
Sedgwick J	0	P
[illegible]	0	P
[illegible]	314	L
Smothers J	0	L
Torres T	44	L

Number of Families completing FSS contract	1

[ ] Families completing FSS Contract:

Last Name, First Name, Middle initial	FSS Effective Date of Action
Dawkins T L	10/1/2008

* As reported by the PHA in Indicator 14 (a) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased as families have graduated from the program. Also data may not include approved exceptions to mandatory slots.

Figure 54: The Indicator 14 of the Current SEMAP Indicators Information tab (SEMAP Indicators Report)

- Number of Mandatory Slots (#): the number of mandatory slots from the most recent scored SEMAP profile. This number does not include the FSS participants that are competing their contract during the current fiscal year.
- Number of Families Enrolled (#): the number of families who enrolled in the FSS program.
- Percent of Families Enrolled (%): the percent of slots filled. The percent of families enrolled in the FSS program out of the total number of mandatory slots.
- Number of Families with Progress Report and Escrow Balances (#): the number of families within the report criteria which participate in the FSS program and are in progress with the current FSS account monthly credit, current FSS account balance, or FSS account amount disbursed to the family greater than zero.

- Percent of Families with Progress Report and Escrow Balances (%): the percent of families within the report criteria which participate in the FSS program and are in progress with the current FSS account monthly credit, current FSS account balance, or FSS account amount disbursed to the family greater than zero out of the total number of families participating in the FSS program.

If the user expands the **Families enrolled in Voucher FSS Program** list, the program will display the head of household information for the families matching the report criteria:

- Last Name, First Name, Middle Initial: the last name, first name, and the middle initial of the head of household.
- Amount of Escrow ($): the effective date of the last HQS inspection that the unit passed.
- Report Type: Enrollment (E), or Progress (P): the number of months since the effective date of the last HQS inspection.

The report also displays the number of families that are completing FSS contract.

If the user expands the **Families completing FSS Contract** list, the report will displays the following details about the head of households that are completing the FSS contract:

- Last Name, First Name, Middle Initial: the last name, first name, and the middle initial of the head of household.
- FSS Effective Date of Action: the effective date of action.

The **Most Recent SEMAP Indicator Information** tab of the **SEMAP Report** displays the data from the most recent scored SEMAP certification and assessment. This tab displays the PHA data from the last fiscal year end and remains the same throughout the fiscal year. The **Most Recent SEMAP Indicator Information** tab features nine sub tabs which display indicator information in more detail.

The **Indicators 1-7: Indicator Detail** sub tab displays the data from PHA SEMAP certification. It indicates whether a PHA has complied with all the key requirements and the number of points the PHA was awarded. The Possible number of points displays the maximum number of points a PHA may be awarded for every indicator. The Actual number of points indicates how many points a PHA was actually awarded out of the possible number (see Figure 55).

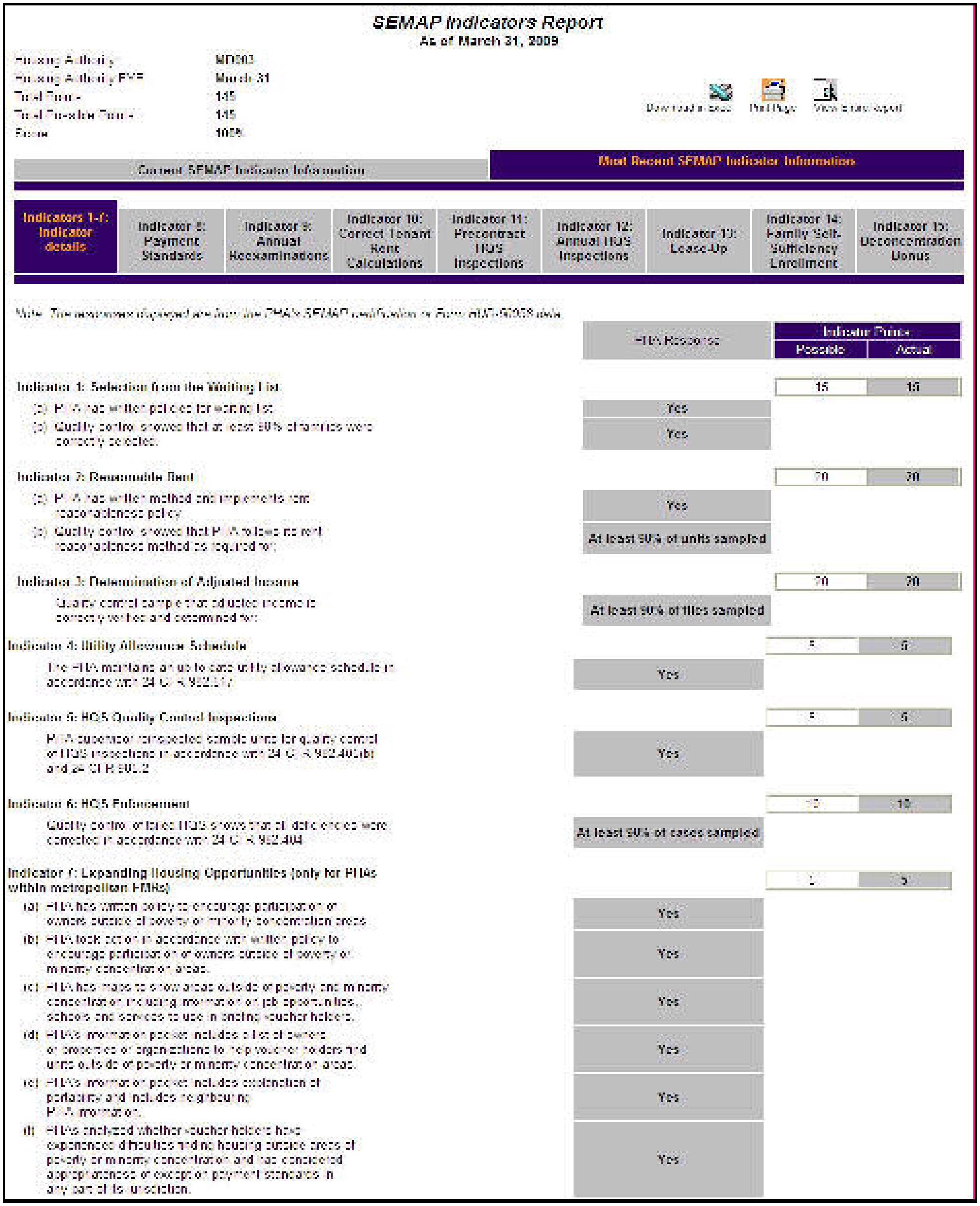


Figure 55: The Indicators 1-7 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 8: Payment Standards** sub tab allows the user to see whether a PHA has adopted the current payment standards for the voucher program. The sub tab displays the fair market rent data for the area, and the payment standards data for each bedroom size (see Figure 56).

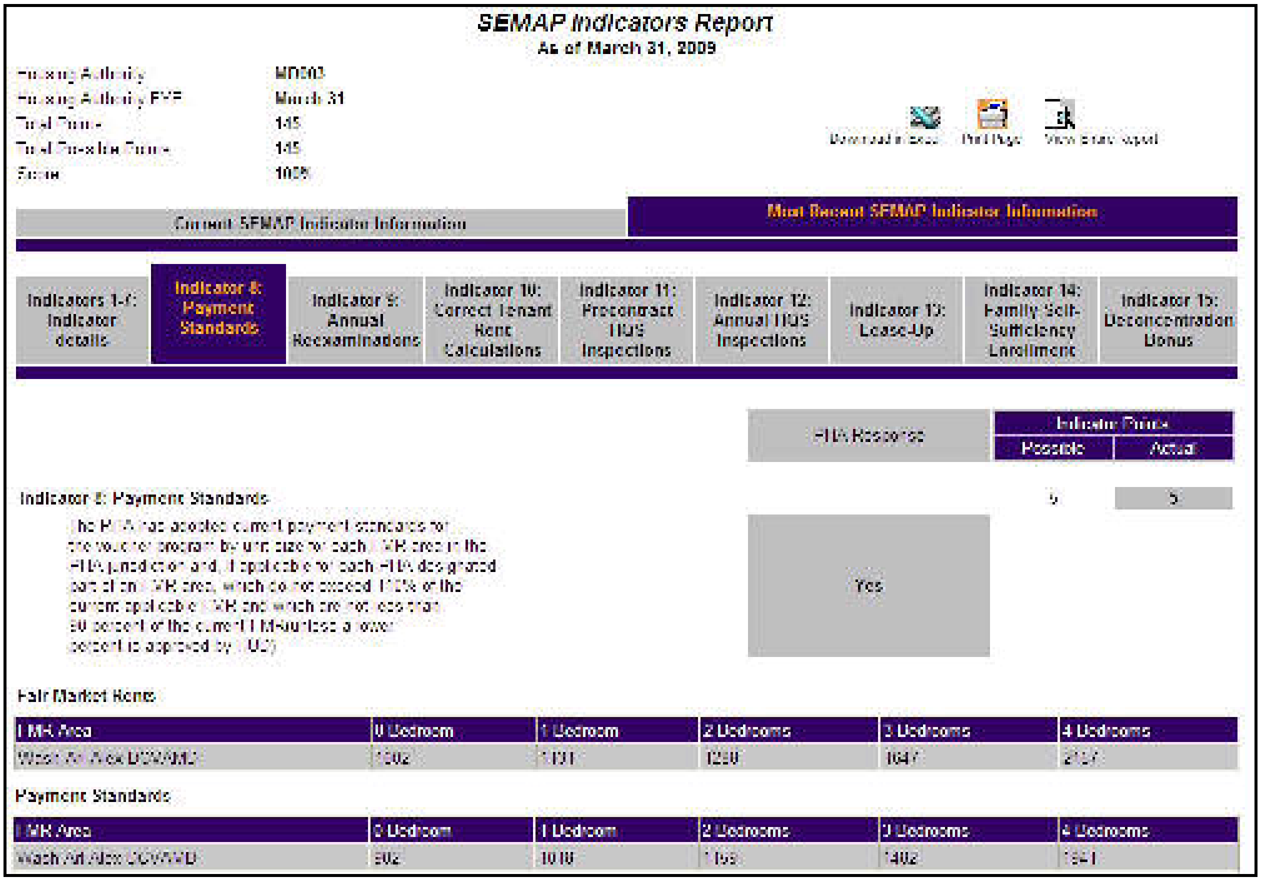


Figure 56: The Indicator 8 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

For the detailed description of the Indicators 9-14 of **the Most Recent SEMAP Indicator Information** tab refer to the description of the Indicators 9-14 of the **Current SEMAP Indicator Information** tab (in the beginning of this section).

The **Indicator 9: Annual Reexaminations** sub tab allows the user to view the information about PHA's compliance with the annual reexaminations requirement and the number of points awarded. The user may also view the annual reexamination details, and the families with the annual reexamination overdue, if any.

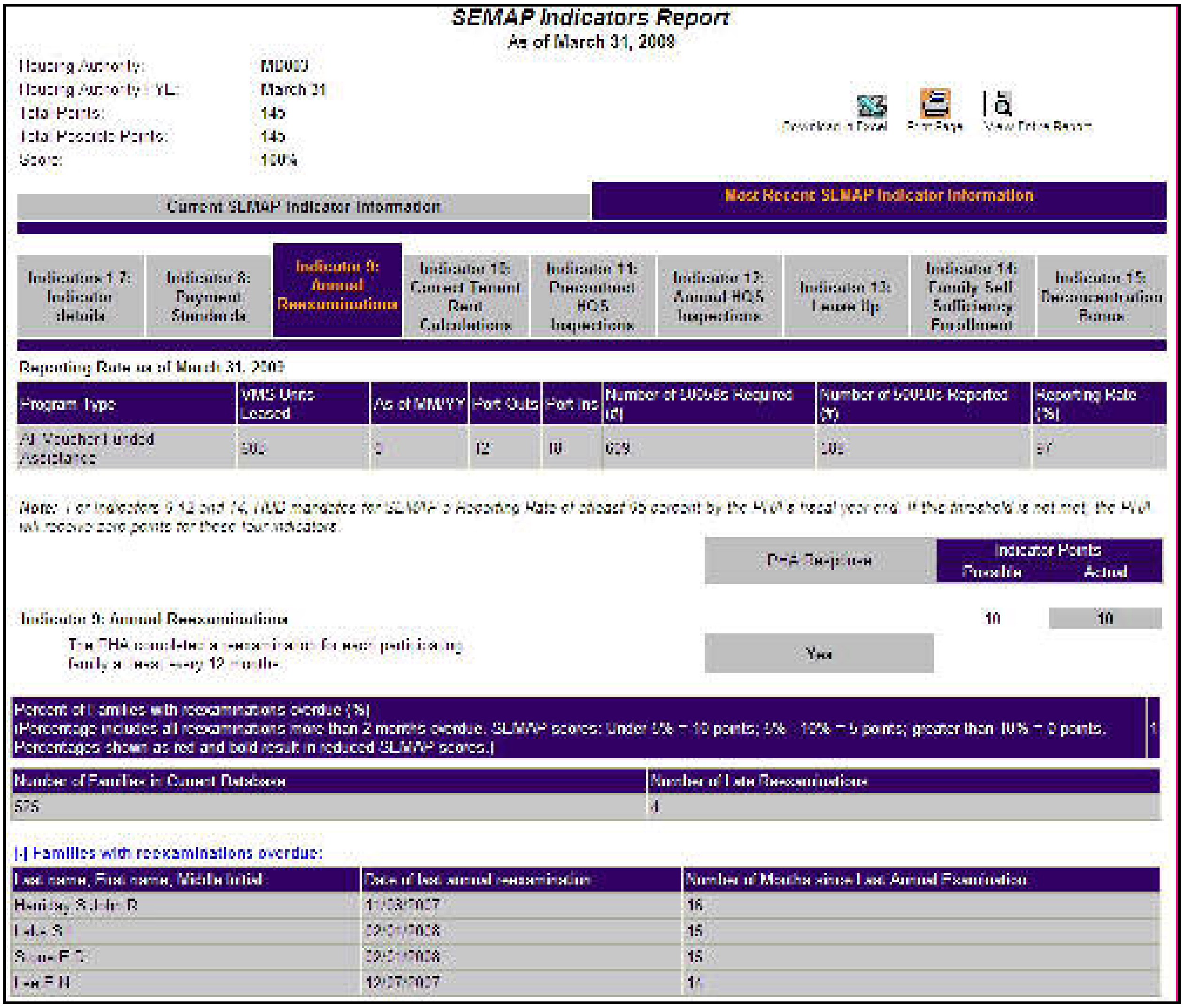


Figure 57: The Indicator 9 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 10: Correct Tenant Rent Calculation** sub tab of the **Most Recent SEMAP Indicator Information** tab allows the user to view detailed information concerning the PHA's compliance with the correct rent calculation requirements. The user may also view the number of points the PHA was awarded (see Figure 58).

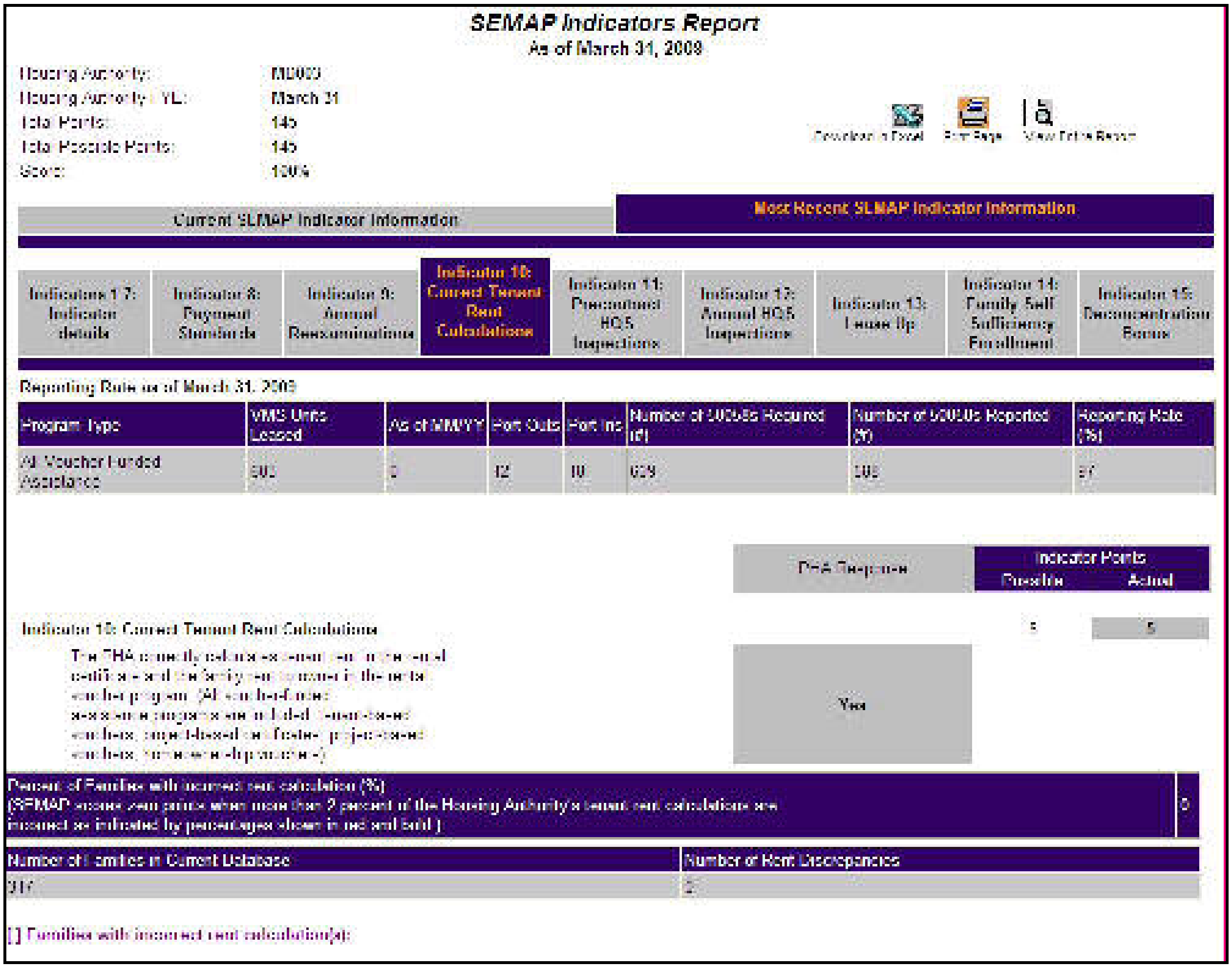


Figure 58: The Indicator 10 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 11: Precontract HQS Inspections** sub tab displays the precontract HQS inspection data for the PHA's fiscal year end. PHAs may use this data to compare the current data with the last SEMAP assessment data (see Figure 59).

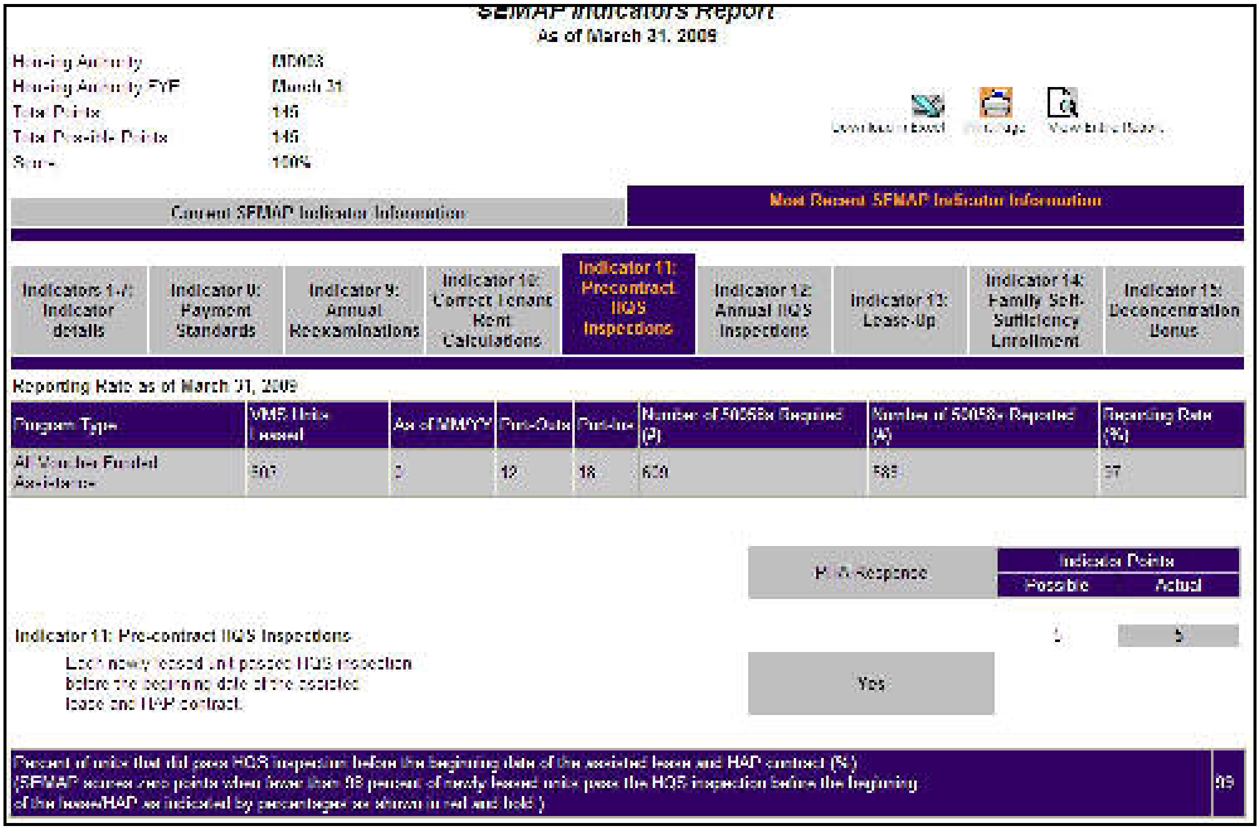


Figure 59: The Indicator 11 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 12: Annual HQS Inspections** sub tab displays the annual HQS inspection data for the PHA's fiscal year end. PHAs may use this data to compare the current data with the last SEMAP assessment data (see Figure 60).

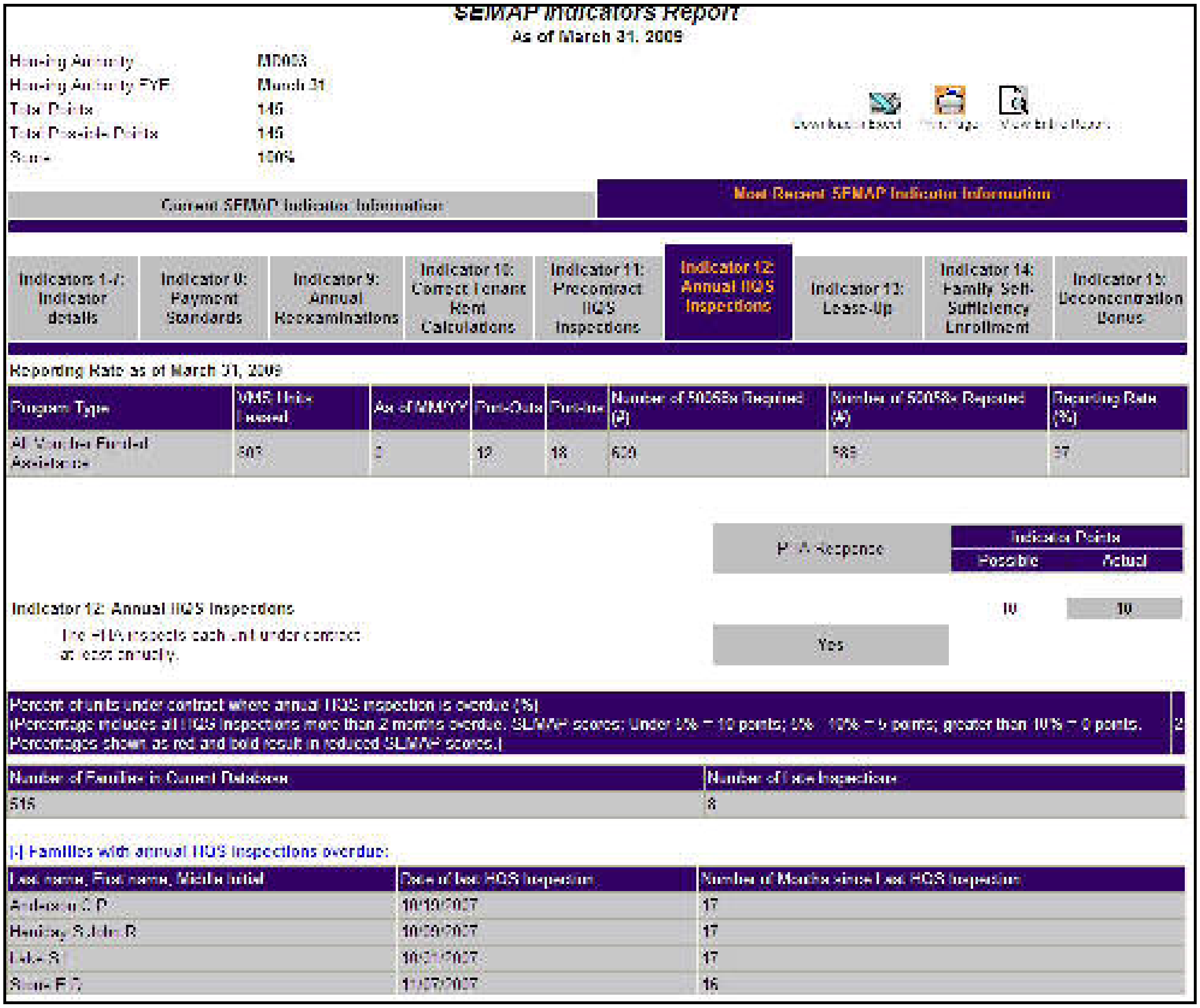


Figure 60: The Indicator 12 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 13: Lease-Up** sub tab displays the PHA’s response to the Indicator 13 requirement (see Figure 61). Indicator 13 monitors whether PHAs utilize at least 95% of the budget provided for the units that have been part of the PHAs’ inventory for that full past fiscal year and whether PHAs’ have tenants in at least 95% of those units. If a PHA has at least 95% of the units occupied and spends at least 95% of the budget provided for those units, the PHA can answer “Yes” to this indicator and will score 20 points for it. For example, if a PHA has managed 100 units for the past fiscal year, 95 units must be occupied for the PHA to receive the points. If the budget provided for these units was 100,000 for the entire fiscal year, the PHA has to spend at least 95,000 on the upkeep of the units occupied by those 95 tenants.

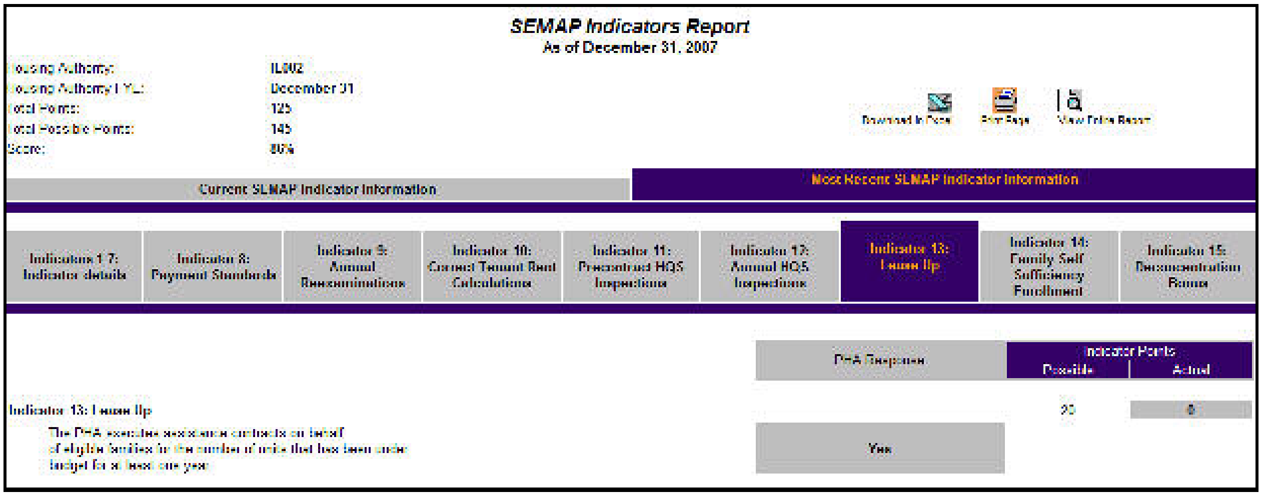


Figure 61: The Indicator 13 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 14: Family Self-Sufficiency Enrollment** sub tab displays the FSS enrollment data for the PHA's fiscal year end. PHAs may use this data to compare the current data with the last SEMAP assessment data (see Figure 62).

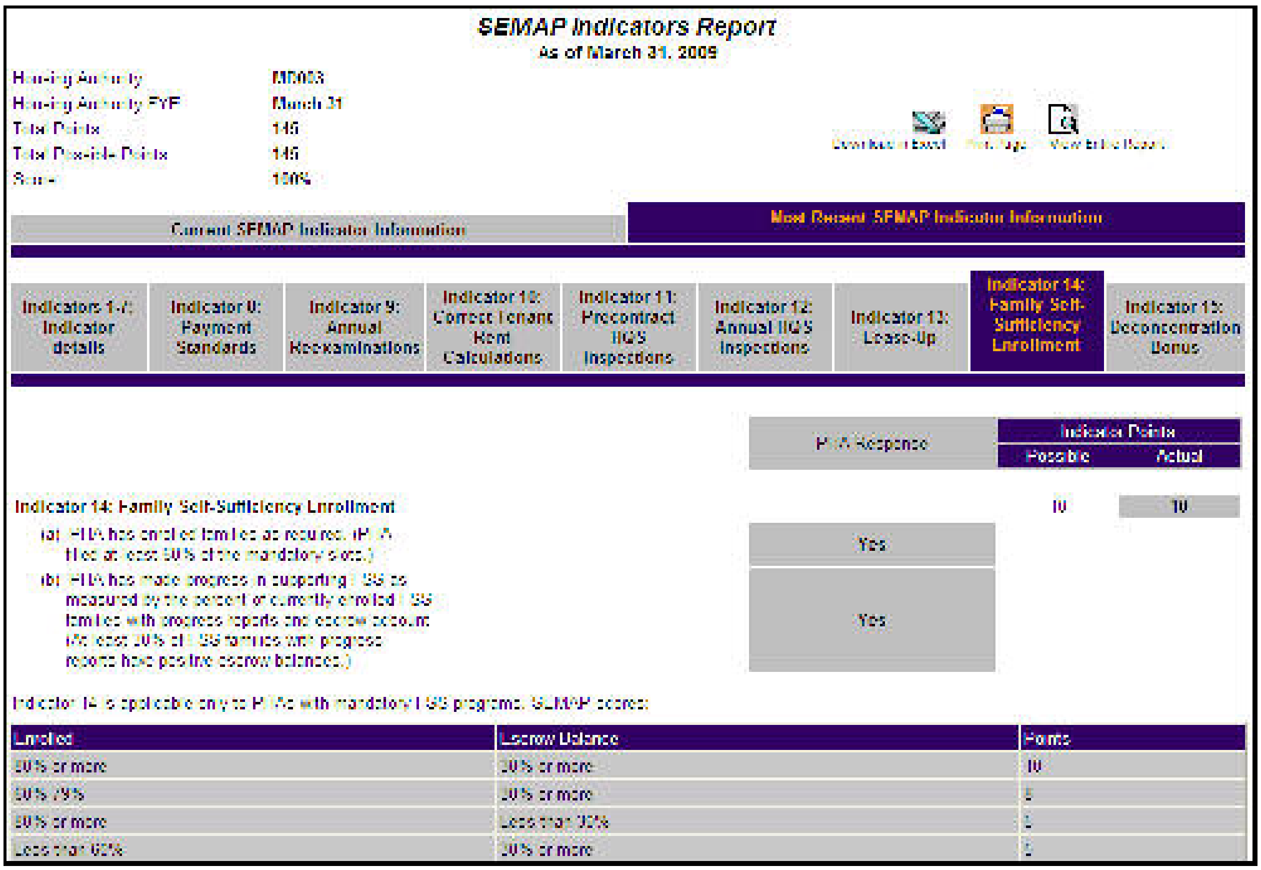


Figure 62: The Indicator 14 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The **Indicator 15: Deconcentration Bonus** sub tab displays the deconcentration data for the PHA's fiscal year end. PHAs may use this data to compare the current data with the last SEMAP assessment data (see Figure 63). If the PHA's response to the initial questions is "Yes", then the report displays the section of Deconcentration Addendum completed by PHA.

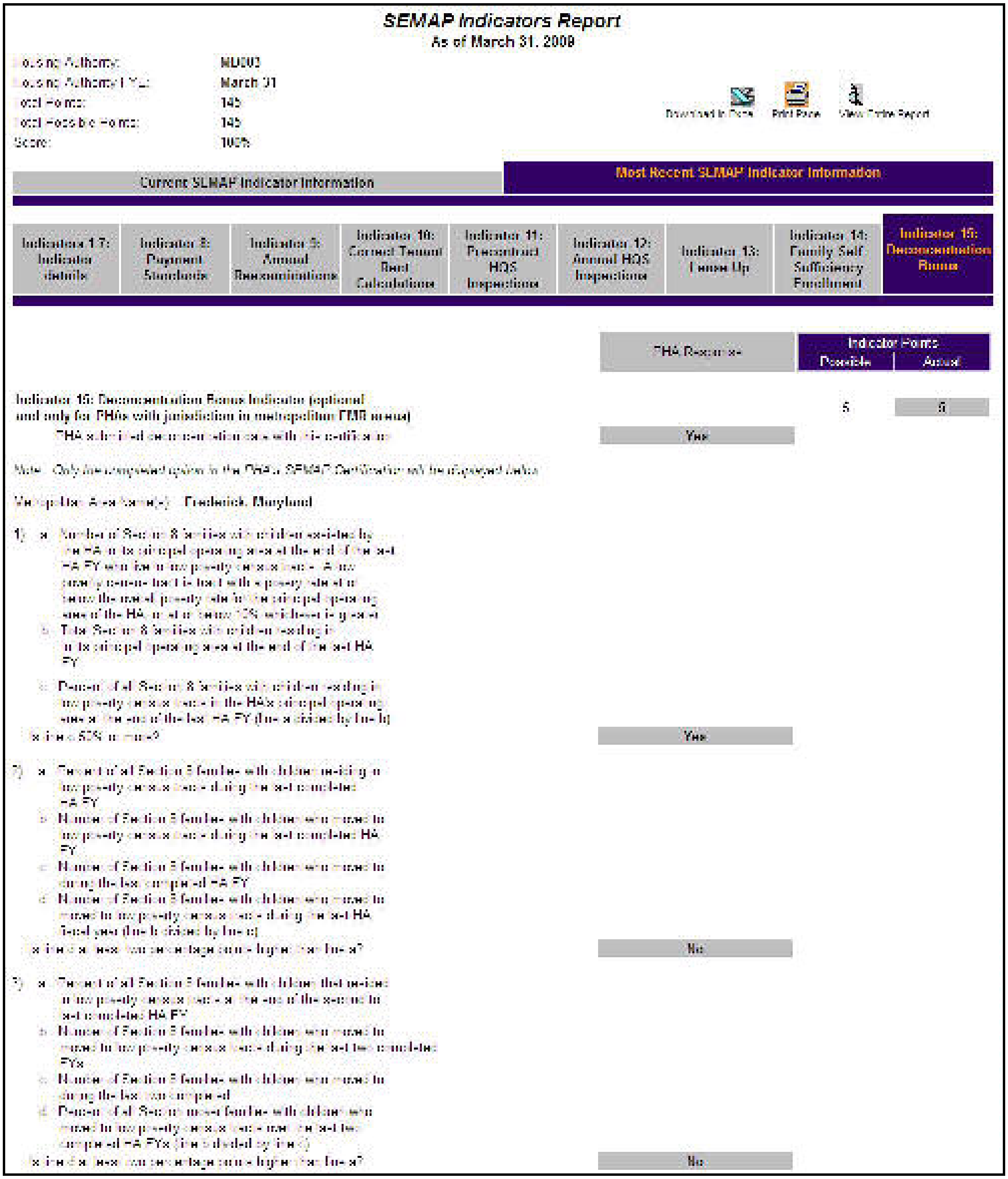


Figure 63: The Indicator 15 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

The SEMAP Indicators Report screen contains three options for further use of the data (see Figure 64):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 64: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.8 The FSS Report

The **Family Self-Sufficiency (FSS) Report** provides information about families who participate in the public housing and voucher-funded assistance programs who also participate in the Family Self-Sufficiency program, including any escrow amounts disbursed or earned (see Figure 65). PHAs are required to submit information about families participating in the FSS program by completing Section 17 of the Form 50058.

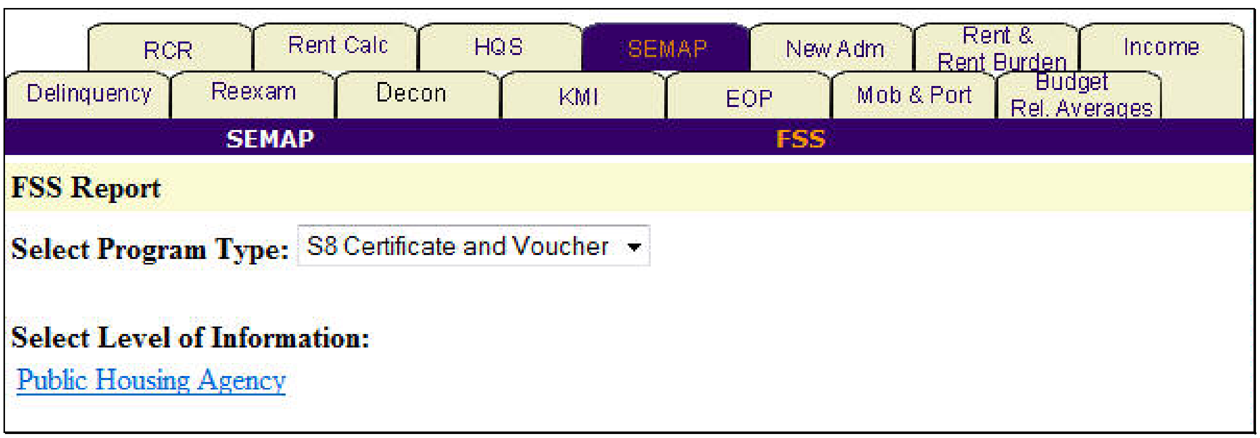
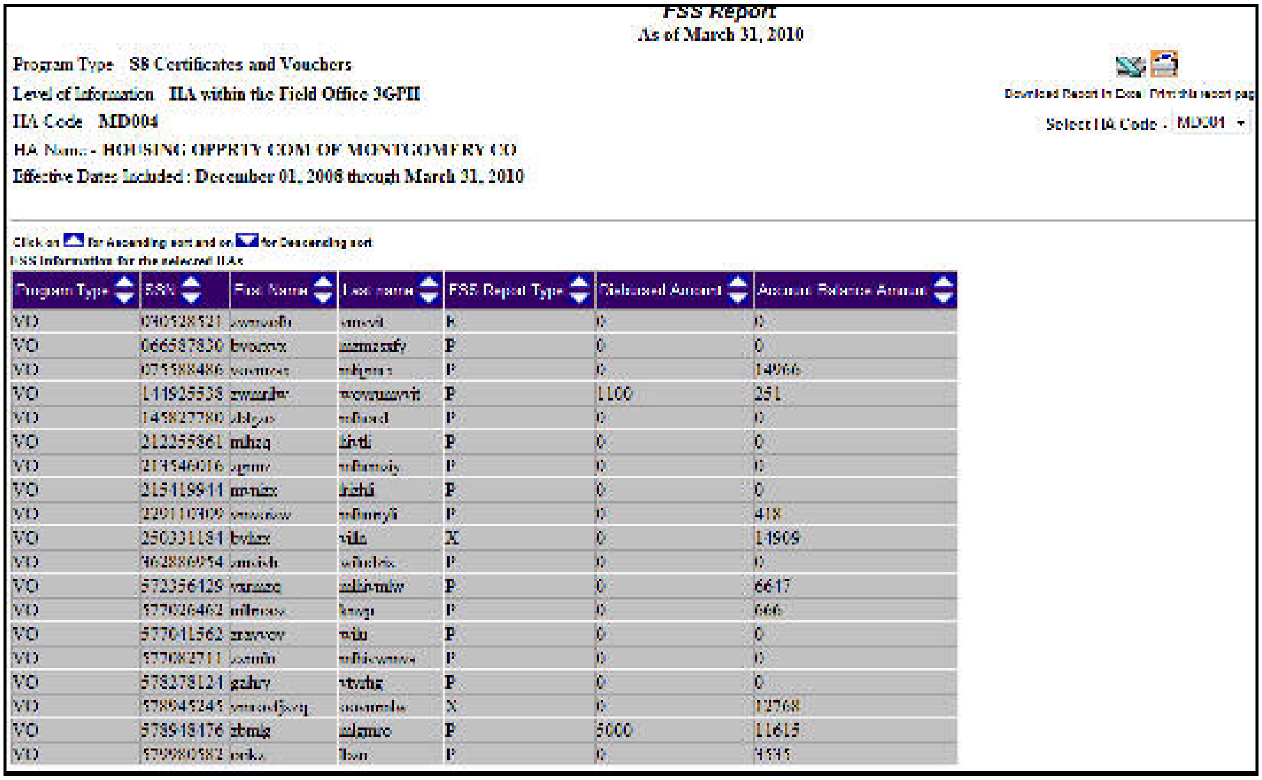


Figure 65 The FSS Report settings

PHAs may use this report to monitor the status of participant information. The report will display information about current families enrolled in the FSS program as well as summary data about these families. PHAs can use this report to ensure that all participating families are represented in IMS and that their escrow amounts have been accurately reported (see Figure 66).

Field offices may use this report to examine PHA procedures for FSS participation and escrow account maintenance prior to visiting a site. While on-site, field office staff can use this report to examine a PHA's record-keeping system as well.



FSS Report
As of March 31, 2010

Program Type S8 Certificates and Vouchers
Level of Information HA within the Field Office 3GPH
HA Code MD004
HA Name:- HOUSING OPPRTY COM OF MONTGOMERY CO
Effective Dates Included : December 01, 2008 through March 31, 2010

Download Report In Excel Print this report pag
Select HA Code : MD001

Click on for Ascending sort and on for Descending sort
FSS Information for the selected HAs

Program Type	SSN	First Name	Last name	FSS Report Type	Disbursed Amount	Account Balance Amount
VO	090528521	zwmsafh	smsevl	R	0	0
VO	066587830	bvozcvx	mzmzsufy	P	0	0
VO	075588486	vowmcsr	mlqmrs	P	0	14966
VO	111925538	zwmrdw	wowmmcwit	P	1100	251
VO	145827780	ddlyzo	mfbcrd	P	0	0
VO	212255861	mlhzq	livtli	P	0	0
VO	213546016	qgmz	mfbmoiy	P	0	0
VO	215119911	mvnizx	lrizhl	P	0	0
VO	229110309	vmcociw	mfbmyli	P	0	418
VO	250331151	bvlzx	vila	X	0	14909
VO	362886954	zmcish	wilhdrix	P	0	0
VO	572356129	vamzcq	mlkvmlw	P	0	6617
VO	577026462	mlbmcw	kmqi	P	0	666
VO	577011562	zravvcv	wilu	P	0	0
VO	577082711	zcmln	mfbicwmvs	P	0	0
VO	578278121	gzhrv	vtvthg	P	0	0
VO	578945245	vmcodjvzq	cocomdw	X	0	12768
VO	578918176	zbmlg	mlgmro	P	5000	11615
VO	579980582	trrkz	lbcn	P	0	3535

Figure 66: The FSS Report

1.1.9 HQS Inspection Report

The **HQS Inspection Report** (Housing Quality Standard Inspection Report) displays data for a selected PHA on its moderate rehabilitation programs, tenant-based voucher, and project-based certificate programs (see Figure 67). The PHA can use this report to maintain accuracy of the HQS data, and identify late or missing inspections. The PHA staff members can then research the causes (either failure to inspect units or failure to submit the Form 50058 with the inspection date in a timely manner) and make the necessary changes to ensure timely completion and reporting of inspections in the future.

HUD staff member can use this report to review and assess PHAs' performances regarding HQS inspections. HUD staff members may print the PHA's inspection report prior to visiting the PHA to verify the statistics and ensure that the PHA reports to PIC in timely manner. While on-site, HUD staff can also use this report to examine a PHA's record-keeping system and inspection operations.

Since the HQS Inspection Report includes data for every family, the user can run the report only for a single PHA. To run the report, the user must select the desired program type in the **Select Program Type** list, and select the **Public Housing Agency** option in the **Select Level of Information** area. After the user makes all the appropriate selections, the user must click the **Report** button to run the report.

Figure 67: The HQS Rport set tings

1.1.9.1 Information Presented in the HQS Inspection Report

The **HQS Inspection Report** provides a list of families and their housing quality standard inspection data (see Figure 68):

- Report Item No: the sequential number assigned to every record in the report.
- Head of Household's Name: the name of the head of household.
- Head of Household's SSN: the social security number of the head of household.
- Last HQS Inspection Date: the date of the last HQS inspection for this family.
- Number of Months Since Last HQS Inspection: the number of months passed since the last HQS inspection.

If the report contains too many records, the user may use the **Select Page Set** list to navigate through the report more easily.

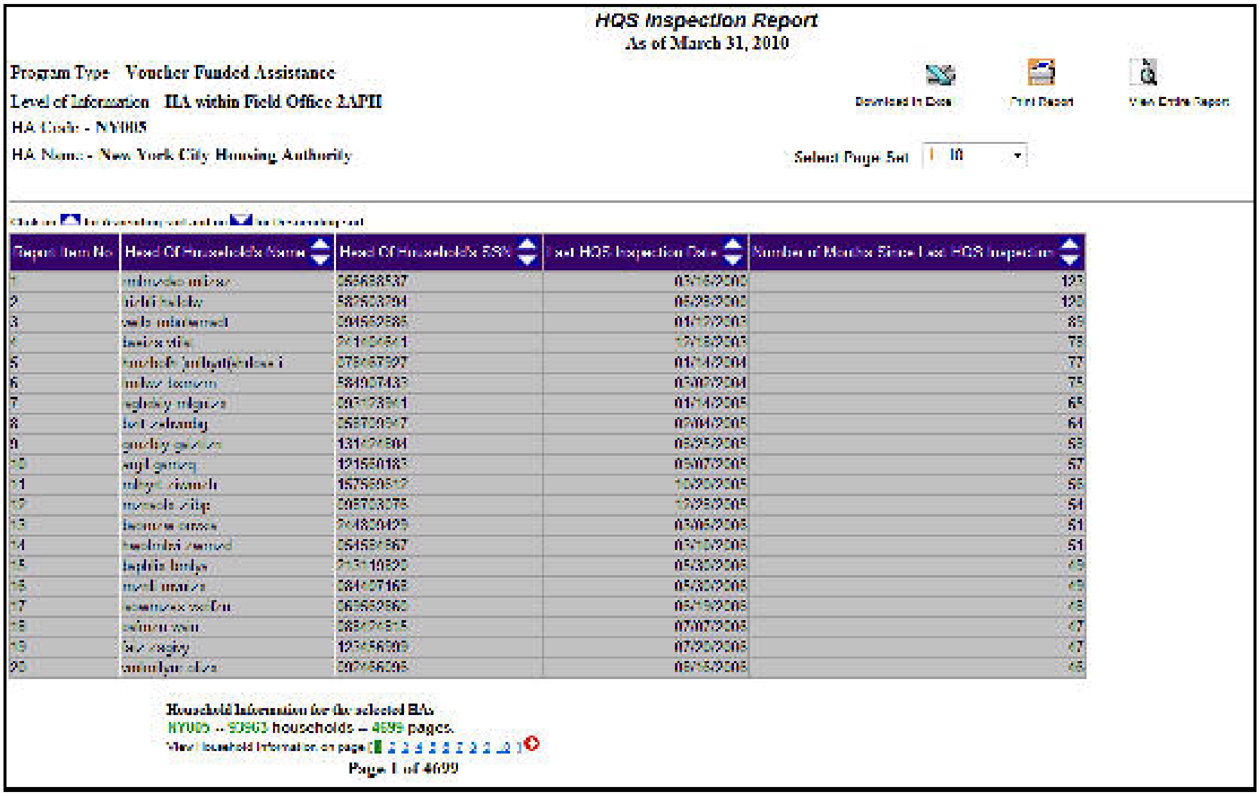


Figure 68: The HQS Inspection Report

The HQS Inspection Report screen contains three options for further use of the data (see Figure 69):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 69: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.10 Newly Leased Units Query Report

The user may access the **HQS Inspection of Newly Leased Units Report** within the **HQS** tab of the **Reports** sub module (see Figure 70). It contains a list of families leasing new units and indicates when the unit passed housing quality standards inspection (before, after or at the time of the effective date of the Housing Assistance Payments (HAP) contract).

PHAs, HUD headquarters, and field offices may use this report to ensure that PHAs conduct HQS inspections prior to leasing new units. Any inspections that are not completed prior to the effective date of the HAP contract violate HUD regulations. This report also allows to ensure compliance with the SEMAP regulations for indicator 11 for the tenant-based voucher program.

Since the HQS Newly Leased Units Query Report includes data for every family, the user can run the report only for a single PHA. To run the report, the user must select the desired program type in the **Select Program Type** list, and select the **Public Housing Agency** option in the **Select Level of Information** area. After the user makes all the appropriate selections, the user must click the **Report** button to run the report.

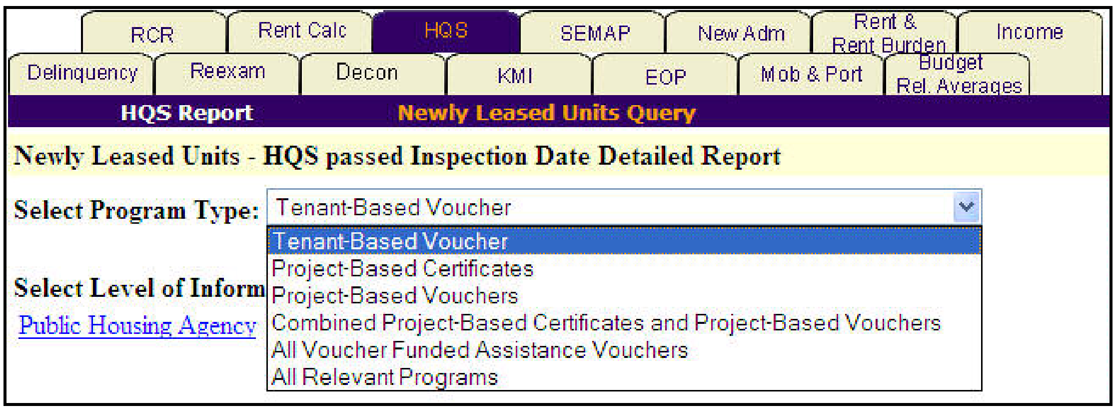


Figure 70: The HQS Inspection Newly Leased Units Report settings

1.1.10.1 Information Presented in the HQS Newly Leased Units Query Report

The HQS Inspection Report provides a list of families and their housing quality standard inspection data (see Figure 71):

- Head of Household's Name (Last, First, Middle Initial): the full name of the head of household.
- Family Moving Indicator: it indicates whether tha family is now moving into the unit. It does not display for moderate rehabilitation program.
- Effective Date of HAP Contract: the effective date of action.
- Date Unit Passed Pre-Contract Inspection: the effective date of the last HQS inspection.
- Pre-Contract HQS Inspection Status: the **PA** status indicates that the effective date of HAP contract is earlier than the HQS inspection date. The **PB** status indicates that the effective date of HAP contract is equal to or later than the date when the unit passed the HQS inspection.

If the report contains too many records, the user may use the **Select Page Set** list to navigate through the report more easily.

HQS Inspection of Newly Leased Units Report
As of March 31, 2010

Program Type Tenant Based Voucher
Level of Information HA within Field Office 2FPH
HA Code NJ002
HA Name Newark Housing Authority

Download Report In Excel Print this report page
Select HA Code : NJ002
Select Page Set : 1-10

Click on for Ascending sort and on for Descending sort
Household Information for the selected HAs

Head of Household Name (Last, First, Middle Initial)	Type of Action	Family Moving Indicator	Effective Date of HAP Contract	Date Unit Passed Pre Contract Inspection	Pre Contract HQS Inspection Status
[illegible]	7	Y	10/01/2008	09/18/2008	PR
0222+ mwizs zgmzfq	1	Y	10/01/2008	09/14/2005	PD
[illegible]	4	Y	01/01/2009	12/11/2008	PR
afix zovizn	1	Y	09/05/2008	09/03/2008	PD
[illegible]	7	Y	04/01/2009	03/20/2009	PR
argl zovtmz	1	Y	11/01/2008	07/12/2007	PD
[illegible]	7	Y	11/15/2008	11/04/2008	PR
avfmmiw ovyahr	2	Y	08/01/2007	07/23/2007	PD
[illegible]	7	Y	04/01/2009	03/17/2009	PR
avfriwi olhriza	1	Y	05/08/2009	05/01/2009	PD
[illegible]	4	Y	09/17/2008	09/17/2008	PR
avfriwi zalazi	2	Y	08/01/2007	07/11/2006	PD
[illegible]	7	Y	04/01/2009	03/19/2009	PR
avfriwi zamzlc	1	Y	01/01/2009	12/08/2008	PD
[illegible]	7	Y	11/12/2008	09/15/2008	PR
avfriwi zywmvn zuorh o	1	Y	02/01/2008	01/21/2008	PD
[illegible]	7	Y	10/04/2008	10/03/2008	PR
avivk hfizve	1	N	02/02/2009	12/31/2008	PD
[illegible]	7	Y	08/11/2008	08/05/2008	PR
avivk vamzlc h	1	Y	02/15/2009	02/10/2009	PD

Figure 71: The HQS Inspection of Newly Leased Units Report

The HQS Inspection Report screen contains three options for further use of the data (see Figure 72).:

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 72: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.11 Mobility and Portability Report

The **Mobility and Portability Report** provides summarized information about families that participate in the subsidized housing programs that move to another unit within their PHA's jurisdiction (**Mobility** tab), or to a unit within another PHA's jurisdiction (**Portability** tab). To run the Mobility and Portability report, the user must select the desired option in the **Select Program Type** list, and the desired geographic subset in the **Select Level of Information** area (see Figure 73).

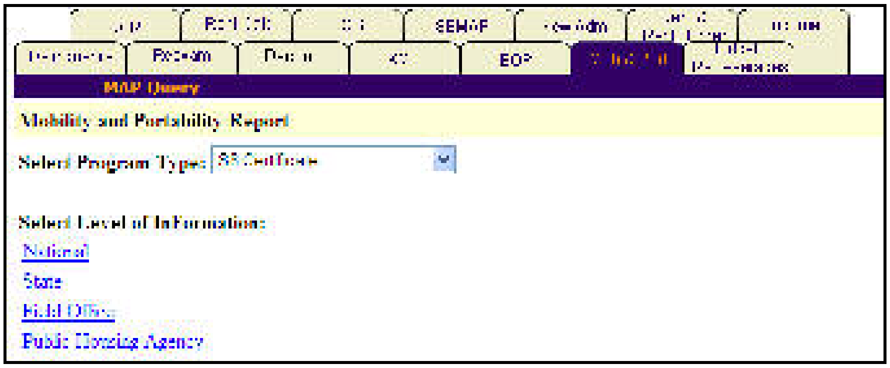


Figure 73: The Mobility & Portability Report settings

PHAs can use the report to monitor the demand for assisted housing and help PHAs analyze the local housing needs. For example, a PHA may find after examining its Mobility and Portability report that the percentage of hard to house families (i.e., families with three or more minors) that moved increased. This statistic may indicate that their housing needs changed or that there was an increase in demand for larger units in the area. This information can help a PHA as it develops its PHA Plan and completes its strategic planning for the year. PHAs can also use the data provided in the report evaluate the percentage of the families relocating within or outside the PHA's jurisdiction.

HUD personnel can use the data provided in the Mobility and Portability report to assess the percent of residents that move within a PHA. Even though there are no objectively high or low rates of mobility, a comparison of mobility rates for PHAs with similar vacancy rates and housing markets may help field office staff identify strengths and weaknesses in PHA briefings and owner outreach activities. Very high or very low mobility rates may indicate a data problem such as reporting all or no families as movers.

To run the report, the user must select the appropriate program type in the **Program Type** list and the geographic subset in the **Select Level of Information** area.

1.1.11.1 Information Presented in the Mobility and Portability Report

The **Mobility** tab of the **Mobility and Portability report** displays the information about families moving to different units within the same PHA's jurisdiction (see Figure 74):

- The geographic subset (the option that the user selected in the Level of Information area).
- The Admissions Involving a Move column displays the data about families that were newly admitted into the public housing programs and moved to the respective units. The Count column displays the total number of families that moved into the respective units. The Percentage column displays the percentage of families out of the total number of families newly admitted to the assisted housing programs that moved to their respective units.

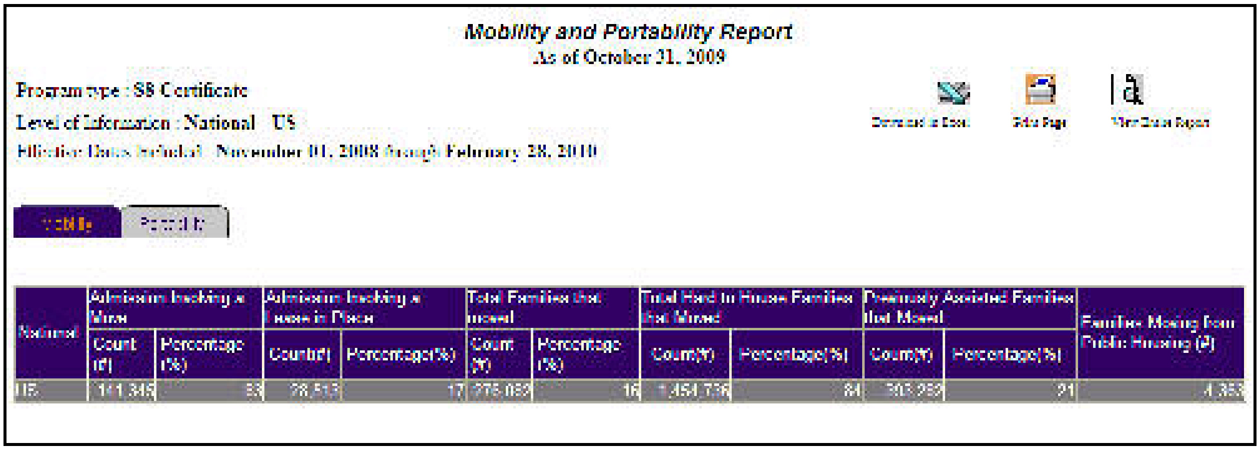


Figure 74: The Mobility tab of the Mobility and Portability report

- The Admissions Involving a Lease in Place displays the data about families, which received the funding for the subsidized housing, however have not moved to a subsidized housing unit. The Count column displays the total number of families that have not yet moved. The Percentage column displays the percentage of families that have not yet moved after receiving the funds out of the total number of families newly admitted to the assisted housing programs.
- The Total Families that Moved column displays the data for all the families that moved from the original unit within the report period and the selected geographic subset. The Count column displays the total number of families that changed their original units within the selected time frame and geographic subset. The Percentage column displays the percent of families that changed their original unit out of the total number of families that were newly admitted to the subsidized housing programs, or underwent a reexamination.
- The Total Hard to House Families that Moved column displays the mobility data about the families that qualify as hard to house. The hard to house families are those that have three (3) or more minors, or are disabled. The Count column displays the total number of hard to house families within the report criteria that changed their units. The Percentage column displays the percent of hard to house families that moved to the units out of the total number of families within the report criteria.
- The Previously Assisted Families that Moved column displays information about the tenants that are moving and that were previously assisted within the subsidized housing programs. The Count column displays the total number of tenants that are moving into their units that were previously assisted within the subsidized housing programs. The Percentage column displays the percent of previously assisted families that moved out of the total number of families within the report criteria.
- The Families moving from Public Housing column displays the number of families that moved from the public housing program to the Section 8 voucher program that fall within the report criteria.

The **Portability** tab of the Mobility and Portability report displays the information about families moving to different units outside their original PHAs' jurisdiction (port-outs), or families moving into different units from other PHAs to the new PHAs (port-ins) (see Figure 75):

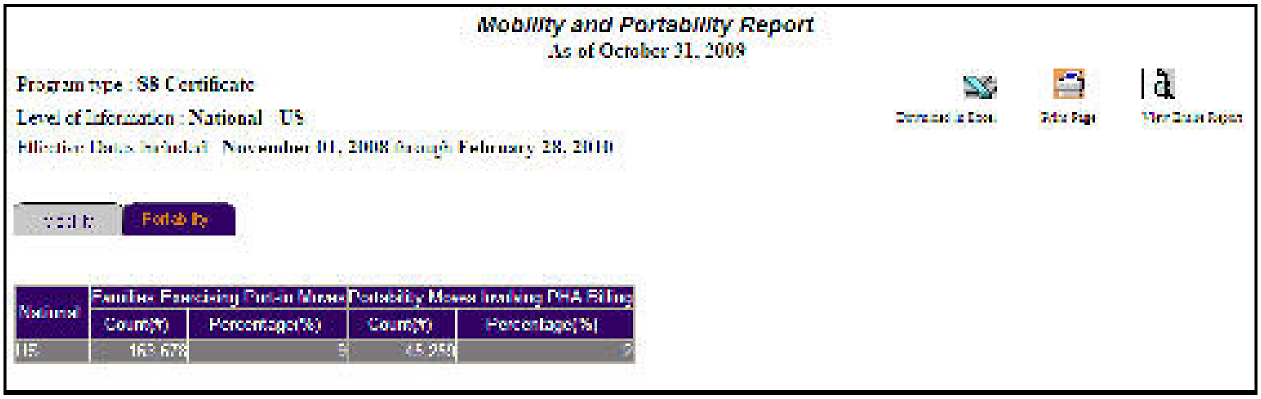


Figure 75: The Portability tab of the Mobility and Portability report

- The geographic subset (the option that the user selected in the Level of Information area).
- The Families Exercising Port-In Moves column displays data about families that moved into a given PHA's jurisdiction from other PHAs within the geographic subset of the report. The Count column displays the number of families that moved into a given PHA's jurisdiction. The Percentage column displays the percent of families that moved into a given PHA's jurisdiction out of the total number of families within the report criteria. The information will be displayed at the report level selected by the user.
- The Portability Moves Involving PHA Billing column displays data about families that moved to the PHAs under portability. Thus, the PHAs that those tenants moved to bill the tenants' original PHAs on a monthly basis. The Count column displays the number of the families within the report criteria that effected portability move. The Percent column displays the percent of families within the report criteria that effected portability move out of the total family count.

The Mobility and Portability Report screen contains three options for further use of the data (see Figure 76).

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 76: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.12 Income Report Query

The **Income Report Query** allows the user to view summarized income data for families participating in the subsidized housing programs (see Figure 77). To run the report, the user must select the appropriate program type in the **Select Program Type** list, and the desired geographic subset in the **Select Level of Information** area.

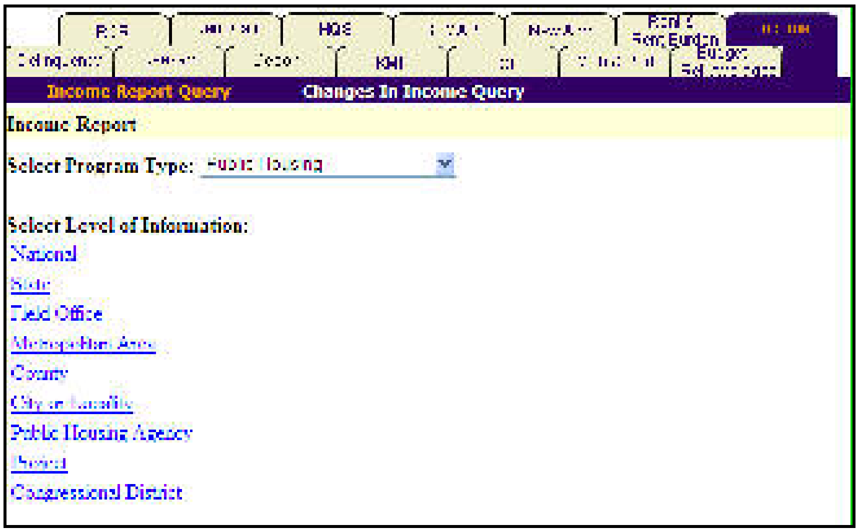


Figure 77: The Income Report Query settings

PHAs can use the data provided in the report to support their research activities on the residents' economic well-being. It provides income data for all families, the newly admitted families, and the families that end their participation in the subsidized housing programs. PHAs can also use the data from the report to compare their tenants' economic well-being to the population served by other PHAs.

It is also useful for PHAs to monitor the incomes of assisted families as they enter and exit the assisted housing programs. PHAs can use this information to improve the types of services they deliver to their public housing and Section 8 program participants. A comparison across programs may help a PHA determine if it should improve its economic self-sufficiency programs for its public housing residents based on the successes of its tenant-based voucher participants. Average annual income is one of the tools in the report that can be an important indicator of resident self-sufficiency.

HUD staff can use the Income Query report to support reviews of PHA operations and programs.

1.1.12.1 Information Presented in the Income Query Report

The **Income Report** presents data in form of three (3) tabs: the Families tab, the New Admissions tab, and the End Participation tab (see Figure 78). Each of the tabs contains sub tabs that allow the user to view various tenant income data.

The **Families** tab provides income data for all the families within the report criteria, the **New Admissions** tab provides the income data for the families newly admitted to the public housing programs, and the **End Participation** tab provides income data for the families that end their participation in the subsidized housing programs.

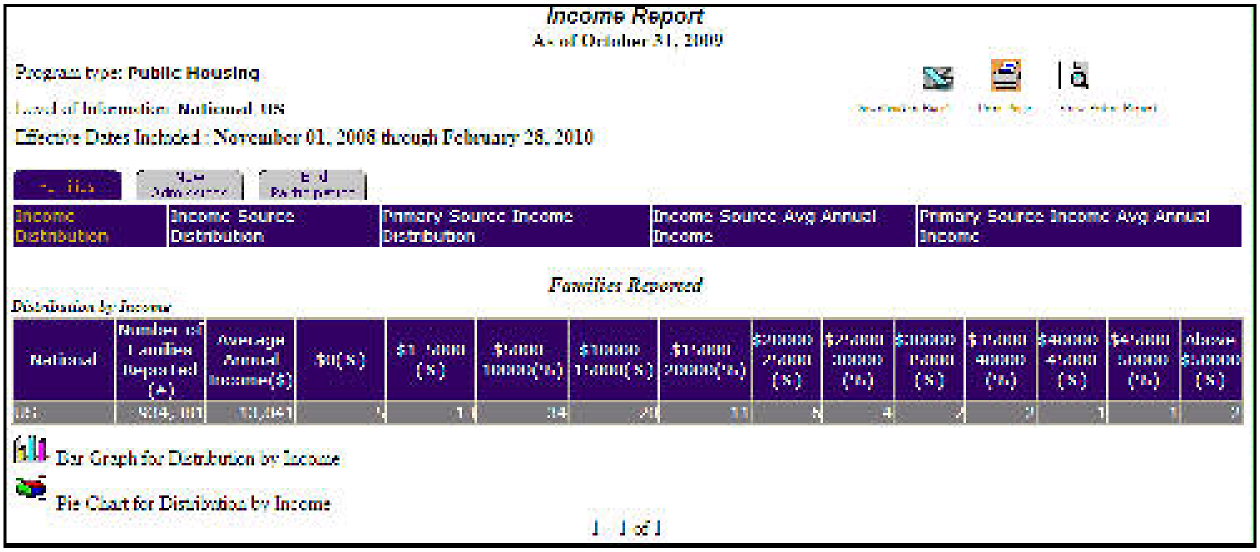


Figure 78: The Income Distribution sub tab of the Families tab (Income Report)

The **Families** tab of the Income report contains the following sub tabs (see Figure 78): theIncome Distribution, Income Source Distribution, Primary Source Income Distribution, Income Source Avg Annual Income, and the Primary Source Income Avg Annual Income sub tabs.

The **Income Distribution** sub tab of the **Families** tab displays data about the income level of the residents within the report criteria.

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of Families Reported (#) column displays the total number of families within the report criteria selected by the user.
- The Average Annual Income ($) column displays the average annual income amount for the families within the report criteria.
- The program also displays the percentage of families distributed by their income level within the respective income brackets. For example, the percent of families with $0 income, the percent of the families with $1-$5000 income, etc.

The **Income Source Distribution** sub tab of the **Families** tab displays data about the income of the residents within the report criteria distributed by the source of income (see Figure 79):

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of Families Reported (#) column displays the total number of families within the report criteria.
- The Average Annual Income ($) column displays the average annual dollar income of families within the report criteria.
- The report displays the percentage of families distributed by their source of income (for example, asset income, child support, federal wage, etc.)

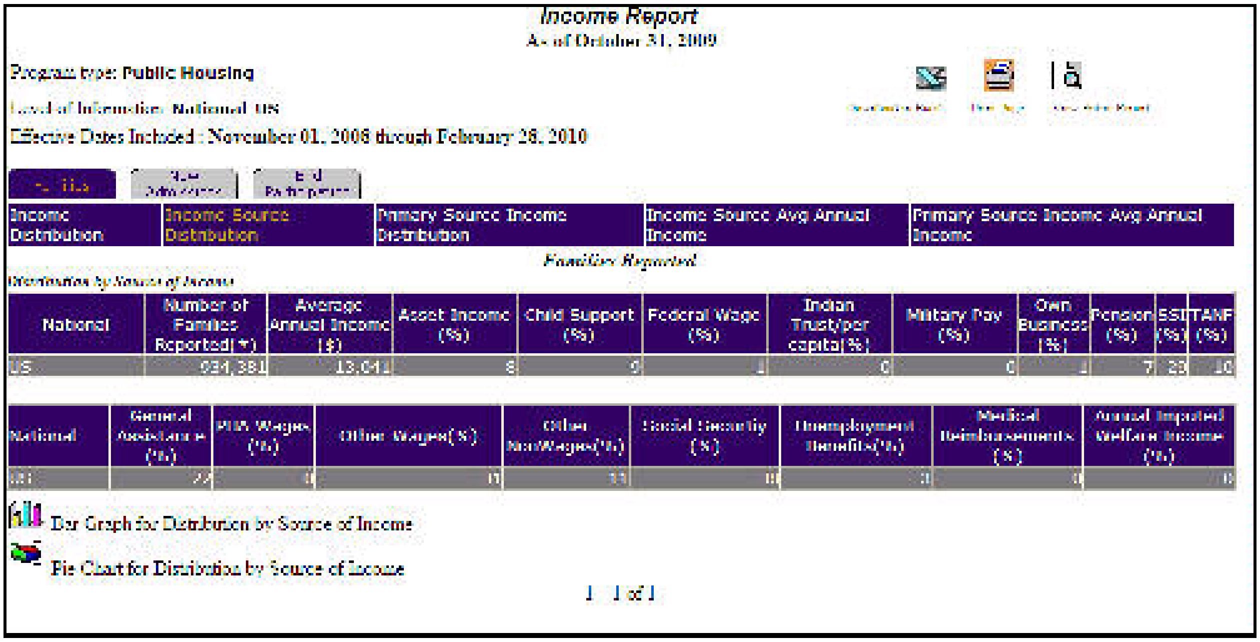


Figure 79: The Income Source Distribution sub tab of the Families tab (Income report)

The **Primary Source Income Distribution** sub tab displays the data about the income of the residents distributed by the primary source of income out of the total number of families within the report criteria (see Figure 80):

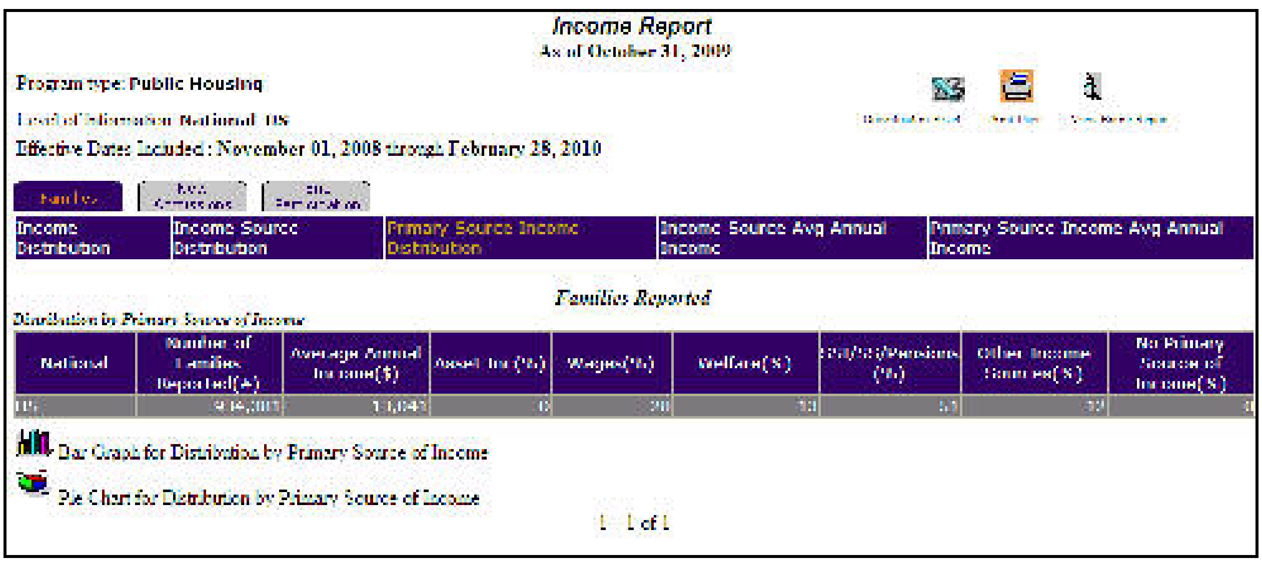


Figure 80: The Primary Source Income Distribution sub tab of the Families tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of Families Reported (#) column displays the total number of families distributed by their primary source of income out of the total number of families within the report criteria.

- The Average Annual Income ($) column displays the average annual dollar income of families within the report criteria.
- The report displays the percentage of families distributed by their primary source of income (for example, asset income, wages, welfare, etc.).

The **Income Source Average Annual Income** sub tab displays the average annual income amounts for families within the report criteria distributed by the respective sources of income (see Figure 81):

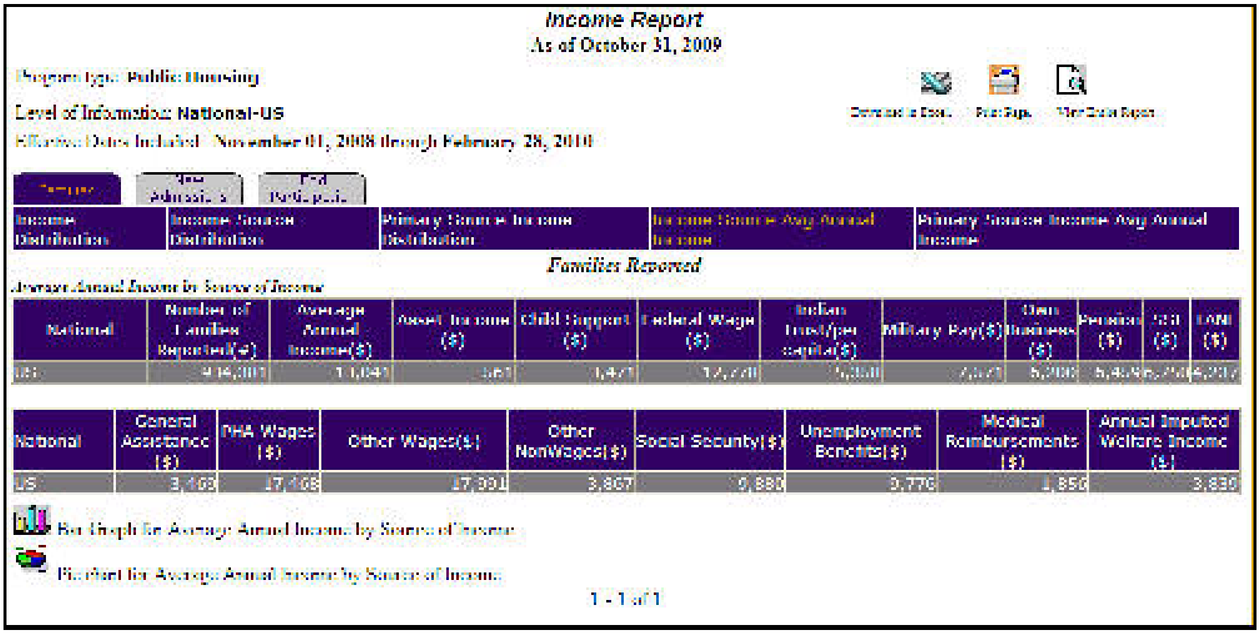


Figure 81: The Income Source Avg Annual Income sub tab of the Families tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of Families reported (#) column displays the total number of families within the report criteria.
- The Average Annual Income ($) column displays the average annual dollar income of families within the report criteria.
- The report displays the average annual dollar income amounts distributed by the source of income (for example, asset income, child support, federal wage, etc.)

The **Primary Source Income Average Annual Income** sub tab displays the average annual dollar income amounts for families within the report criteria distributed by the sources of income (see Figure 82):

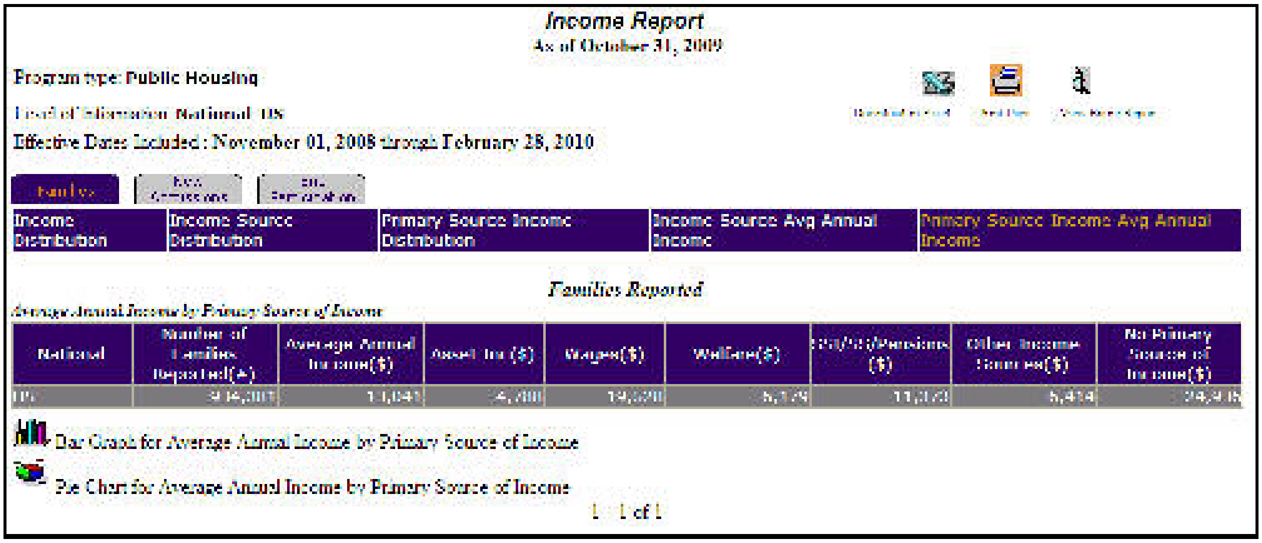


Figure 82: The Primary Source Income Avg Annual Income sub tab of the Families tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of Families Reported (#) column displays the total number of families distributed by their primary source of income out of the total number of families within the report criteria.
- The Average Annual Income ($) column displays the average annual dollar income of families within the report criteria.
- The report displays the average annual dollar income amounts of families distributed by their primary source of income (for example, asset income, wages, welfare, etc.).

The **Income Distribution** sub tab of the **New Admissions** tab displays data about the income level of the residents newly admitted into the public housing programs within the report criteria (see Figure 83):

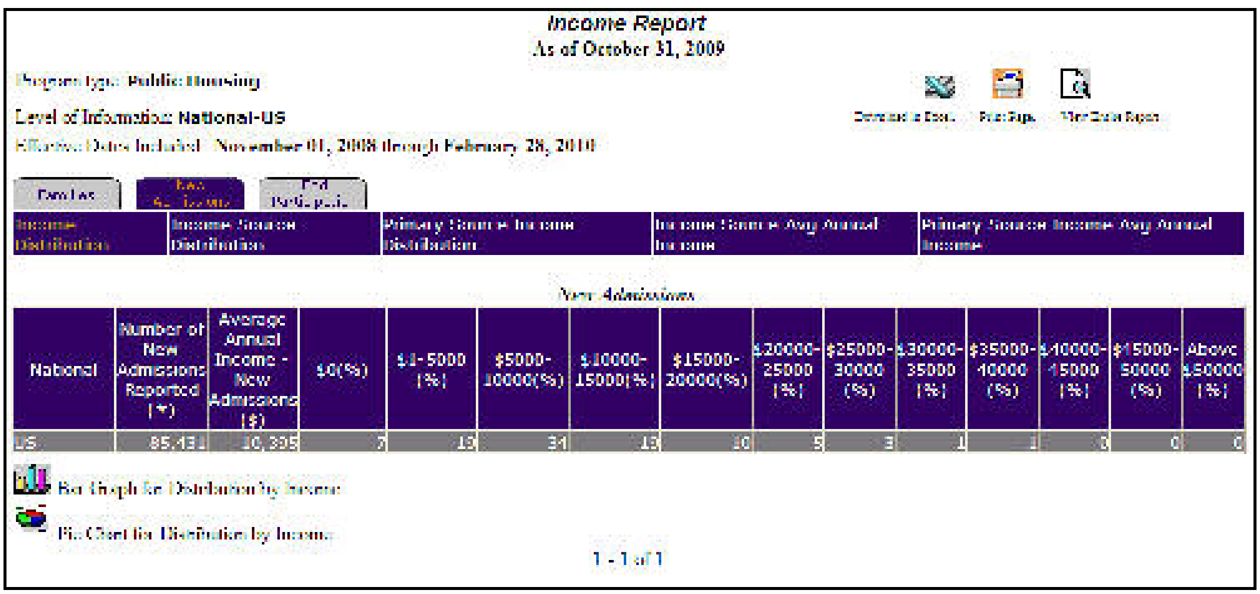


Figure 83: The Income Distribution sub tab of the New Admissions tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of New Admissions Reported (#) column displays the total number of families newly admitted in to the subsidized housing programs within the report criteria selected by the user.
- The Average Annual Income - New Admissions ($) column displays the average annual income amount for the newly admitted families within the report criteria.
- The program also displays the percentage of families who are newly admitted to the public housing programs and are within the selected report criteria distributed by their income level within the respective income brackets. For example, the percent of families with $0 income, the percent of families with $1-$5000 income, etc.

The **Income Source Distribution** sub tab of the **Families** tab displays data about the income of the newly admitted residents within the report criteria distributed by the source of income (see Figure 84):

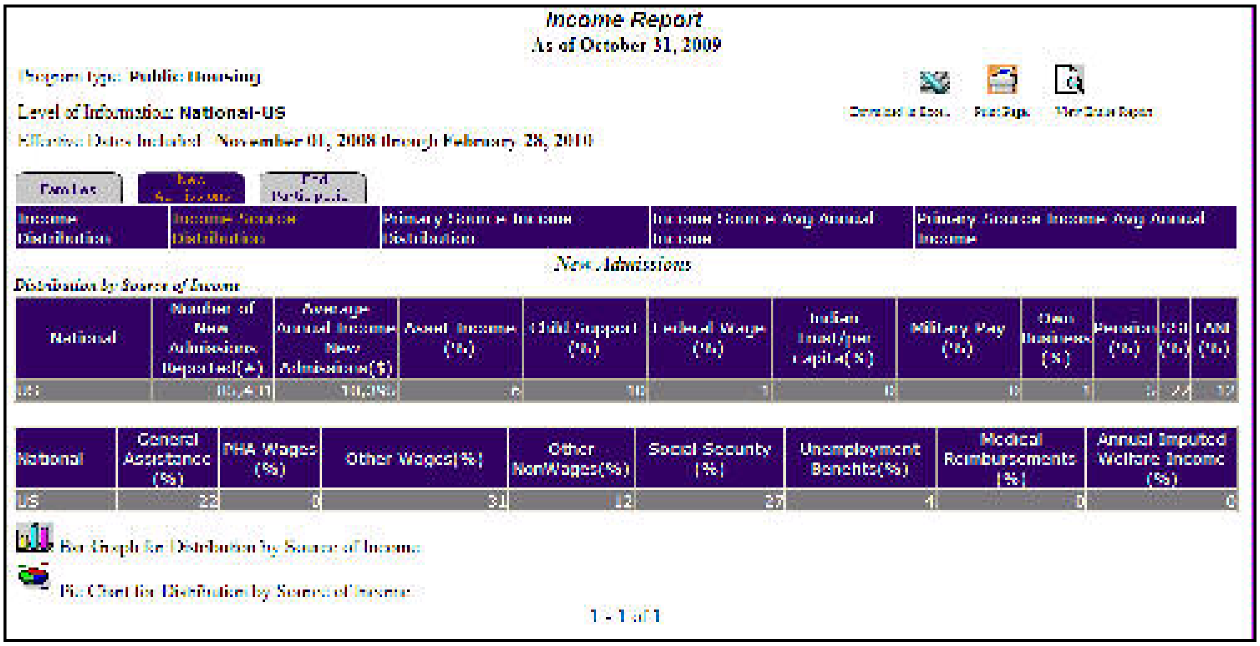


Figure 84: The Income Source Distribution sub tab of the New Admissions tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of New Admissions Reported (#) column displays the total number of families newly admitted to the public housing programs within the report criteria.
- The Average Annual Income – New Admissions ($) column displays the average annual dollar income of families newly admitted to the public housing programs within the report criteria.
- The report displays the percentage of families newly admitted to the public housing programs distributed by their source of income (for example, asset income, child support, federal wage, etc.)

The **Primary Source of Income Distribution** sub tab displays the percentage of families newly admitted to the public housing programs distributed by their primary source of income out of the total number of families within the report criteria (see Figure 85):

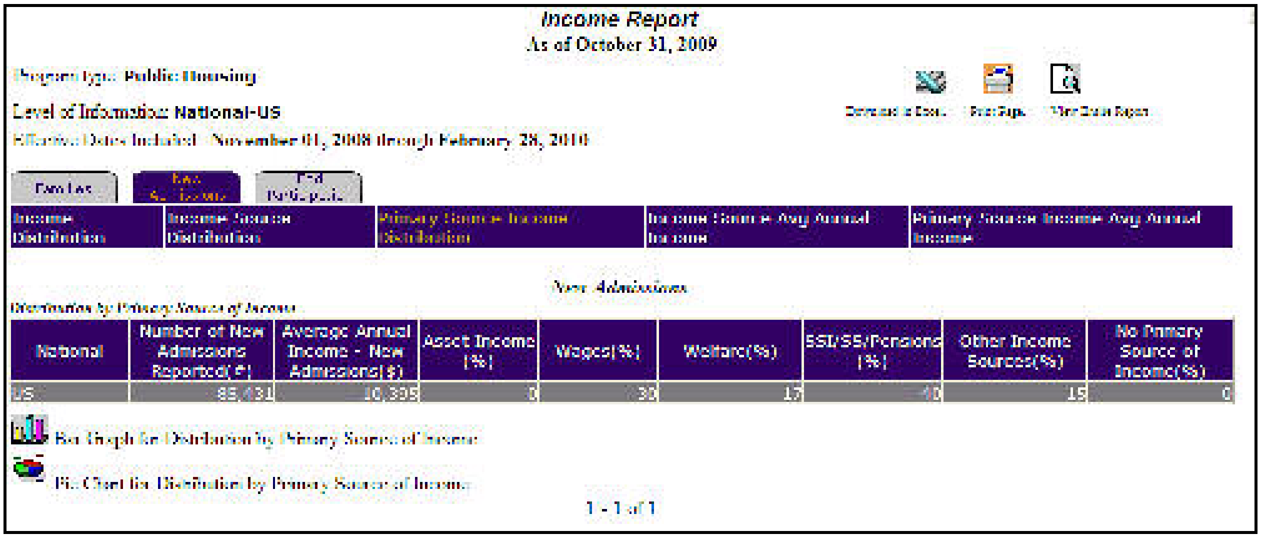
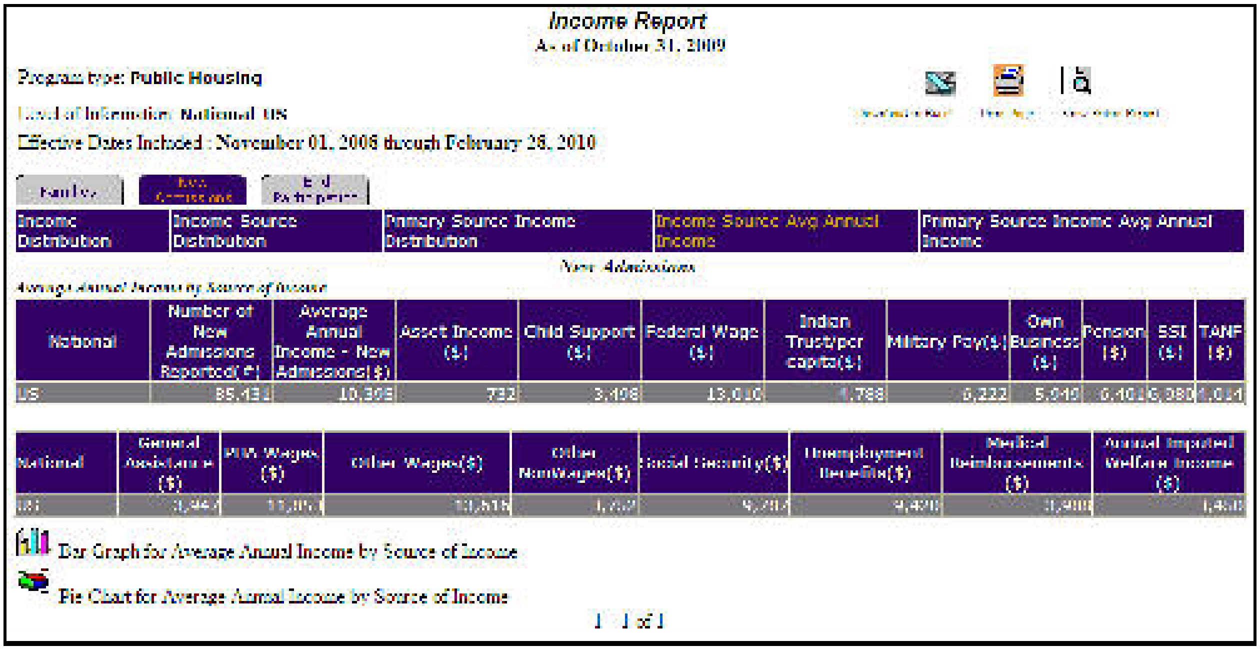


Figure 85: The Primary Source Income Distribution sub tab of the New Admissions tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of New Admissions Reported (#) column displays the total number of families newly admitted to the public housing programs distributed by their primary source of income out of the total number of families within the report criteria.
- The Average Annual Income – New Admissions ($) column displays the average annual dollar income of families newly admitted to the public housing programs within the report criteria.
- The report displays the percentage of families newly admitted to the public housing programs distributed by their primary source of income (for example, asset income, wages, welfare, etc.).

The **Income Source Average Annual Income** sub tab displays the average annual income amounts for families newly admitted to the public housing programs within the report criteria distributed by the respective sources of income (see Figure 86):

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of New Admissions Reported (#) column displays the total number of families newly admitted to the public housing programs that fall within the report criteria.
- The Average Annual Income – New Admissions ($) column displays the average annual dollar income of families newly admitted to the public housing programs within the report criteria.
- The report displays the average annual dollar income amounts for families newly admitted to the public housing programs distributed by the source of income (for example, asset income, child support, federal wage, etc.)



Income Report
As of October 31, 2009

Program type: Public Housing
Level of Information: National US
Effective Dates Included : November 01, 2008 through February 28, 2010

Family | New Admissions | End Participation

Income Distribution | Income Source Distribution | Primary Source Income Distribution | Income Source Avg Annual Income | Primary Source Income Avg Annual Income

New Admissions

Average Annual Income by Source of Income

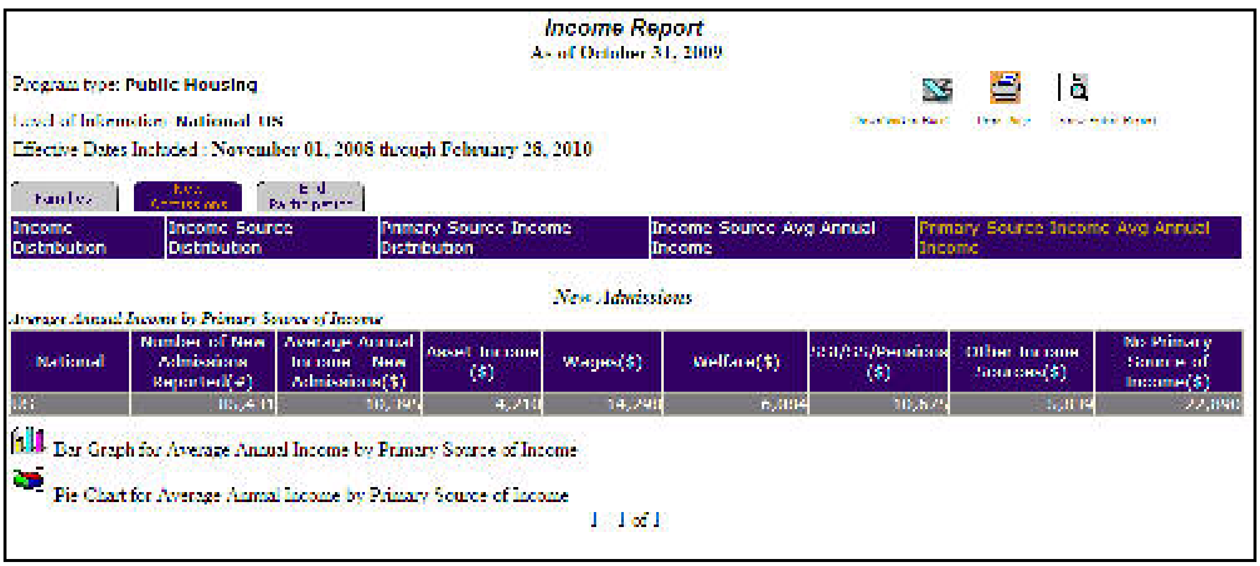
National	Number of New Admissions Reported(#)	Average Annual Income - New Admissions($)	Asset Income ($)	Child Support ($)	Federal Wage ($)	Indian Trust/per capita($)	Military Pay($)	Own Business ($)	Pension ($)	SSI ($)	TANF ($)
US	85,131	10,308	732	3,108	13,010	1,788	6,222	5,019	6,401	6,080	1,014

National	General Assistance ($)	PHA Wages ($)	Other Wages($)	Other NonWages($)	Social Security($)	Unemployment Benefits($)	Medical Reimbursements ($)	Annual Imputed Welfare Income ($)
US	3,444	[illegible]	13,515	1,762	9,204	9,426	3,908	1,468

Bar Graph for Average Annual Income by Source of Income
Pie Chart for Average Annual Income by Source of Income
1 1 of 1

Figure 86: The Income Source Avg Annual Income sub tab of the New Admissions tab (Income Report)

The **Primary Source Income Average Annual Income** sub tab displays the average annual dollar income amounts for families newly admitted to the public housing programs within the report criteria distributed by the primary sources of income (see Figure 87):



Income Report
As of October 31, 2009

Program type: Public Housing
Level of Information: National US
Effective Dates Included : November 01, 2008 through February 28, 2010

Family | New Admissions | End Participation

Income Distribution | Income Source Distribution | Primary Source Income Distribution | Income Source Avg Annual Income | Primary Source Income Avg Annual Income

New Admissions

Average Annual Income by Primary Source of Income

National	Number of New Admissions Reported(#)	Average Annual Income - New Admissions($)	Asset Income ($)	Wages($)	Welfare($)	SSI/SS/Pensions ($)	Other Income Sources($)	No Primary Source of Income($)
US	85,411	10,19[illegible]	4,210	14,298	6,004	10,675	5,819	22,898

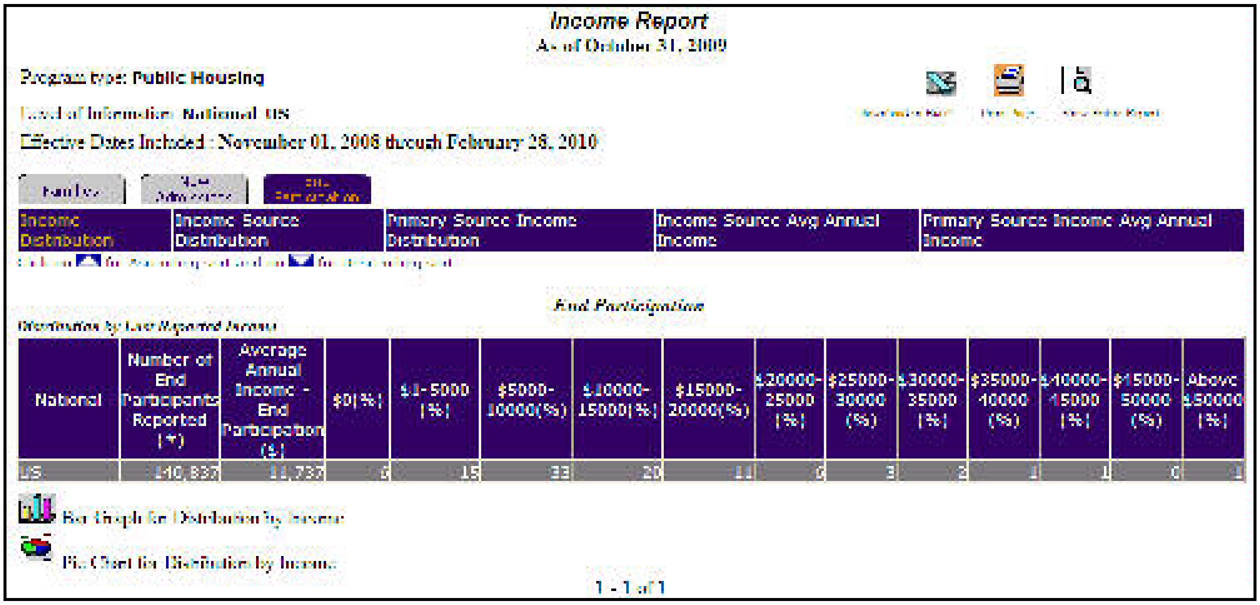
Bar Graph for Average Annual Income by Primary Source of Income
Pie Chart for Average Annual Income by Primary Source of Income
1 1 of 1

Figure 87: The Primary Source Income Avg Annual Income sub tab of the New Admissions tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of New Admissions Reported (#) column displays the total number of families newly admitted to the public housing programs distributed by their primary source of income out of the total number of families within the report criteria.

- The Average Annual Income – New Admissions ($) column displays the average annual dollar income of families newly admitted to the public housing programs within the report criteria.
- The report displays the average annual dollar income amounts of families newly admitted to the public housing programs distributed by their primary source of income (for example, asset income, wages, welfare, etc.).

The **Income Distribution** sub tab of the **End Participation** tab displays data about the income level of the residents ending participation in the public housing programs within the report criteria (see Figure 88):


Income Report
As of October 31, 2009
Program type: Public Housing
Level of Information: National US
Effective Dates Included : November 01, 2008 through February 28, 2010

Income Distribution | Income Source Distribution | Primary Source Income Distribution | Income Source Avg Annual Income | Primary Source Income Avg Annual Income

End Participation

Distribution by Last Reported Income

National	Number of End Participants Reported (#)	Average Annual Income - End Participation ($)	$0(%)	$1-5000 (%)	$5000-10000(%)	$10000-15000(%)	$15000-20000(%)	$20000-25000 (%)	$25000-30000 (%)	$30000-35000 (%)	$35000-40000 (%)	$40000-45000 (%)	$45000-50000 (%)	Above $50000 (%)
US	140,837	11,737	6	15	33	20	11	6	3	2	1	1	0	1

Bar Graph for Distribution by Income
Pie Chart for Distribution by Income
1 - 1 of 1

Figure 88: The Income Distribution sub tab of the End Participation tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of End Participants Reported (#) column displays the total number of families ending participation in the subsidized housing programs within the report criteria selected by the user.
- The Average Annual Income – End Participation ($) column displays the average annual income amount for the families ending their participation within the report criteria.
- The program also displays the percentage of families who are ending their participation in the public housing programs and are within the selected report criteria distributed by their income level within the respective income brackets. For example, the percent of families with $0 income, the percent of families with $1-$5000 income, etc.

The **Income Source Distribution** sub tab of the **End Participation** tab displays data about the income of the residents ending their participation in the subsidized housing programs within the report criteria distributed by the source of income (see Figure 89):

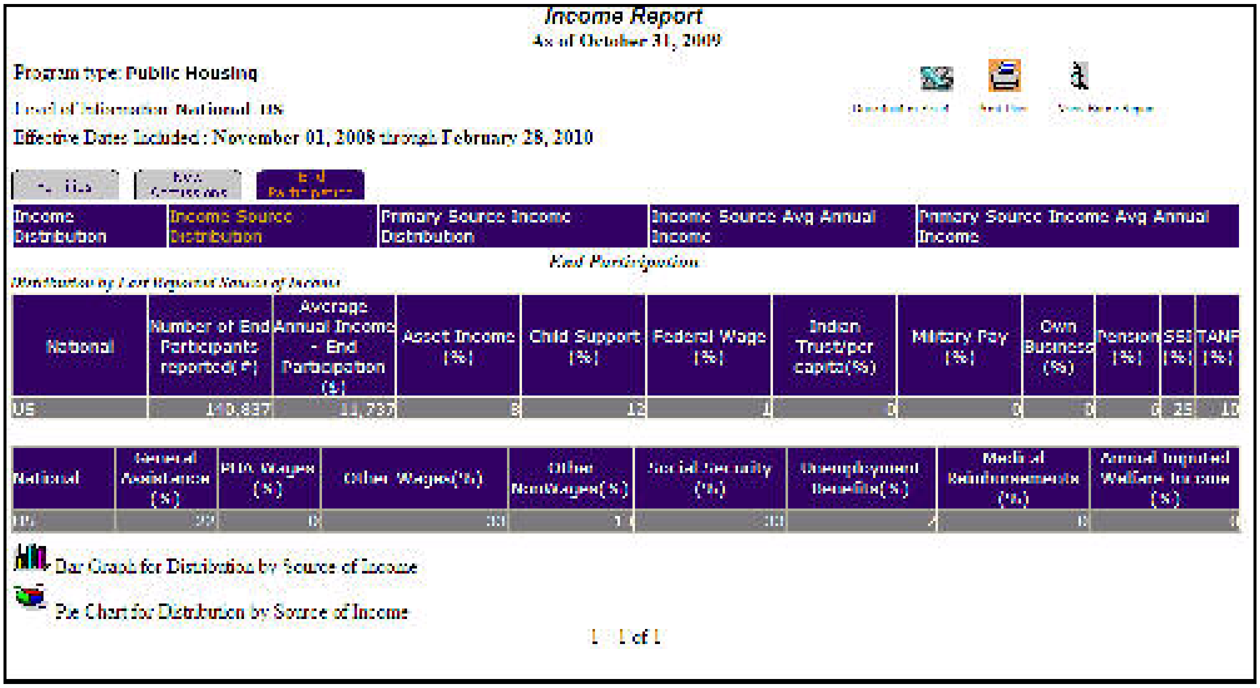
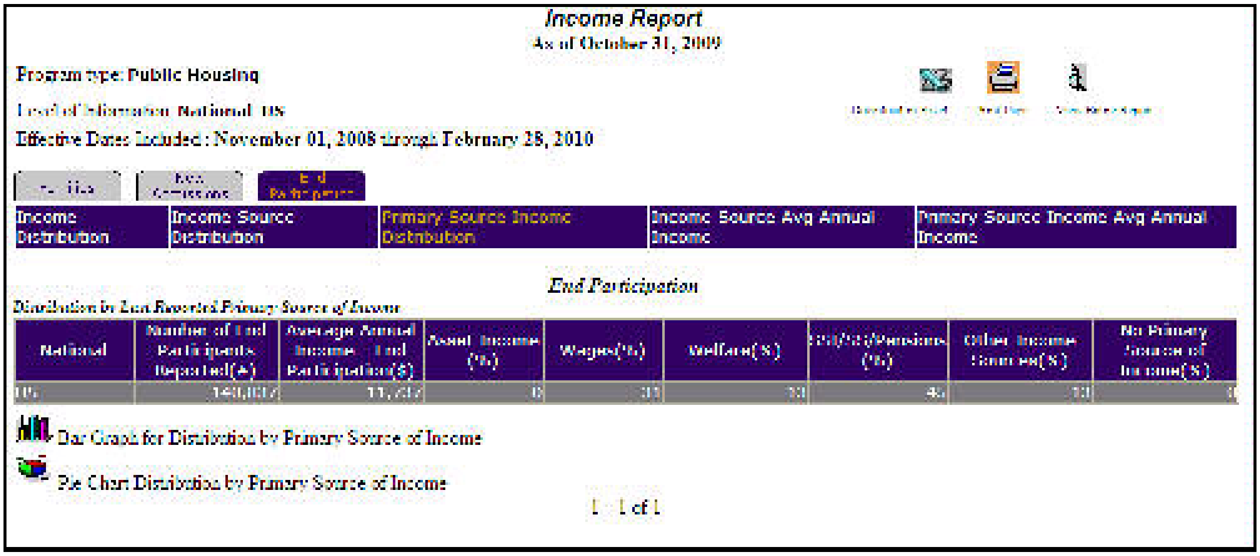


Figure 89: The Income Source Distribution sub tab of the End Participation tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of End Participants Reported (#) column displays the total number of families ending participation in the public housing programs within the report criteria.
- The Average Annual Income – End Participation ($) column displays the average annual dollar income of families ending participation in the public housing programs within the report criteria.
- The report displays the percentage of families ending participation in the public housing programs distributed by their source of income (for example, asset income, child support, federal wage, etc.)

The **Primary Source of Income Distribution** sub tab displays the percentage of families ending participation in the public housing programs distributed by their primary source of income out of the total number of families within the report criteria (see Figure 90):

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of End Participants Reported (#) column displays the total number of families ending participation in the public housing programs distributed by their primary source of income out of the total number of families within the report criteria.
- The Average Annual Income – End Participation ($) column displays the average annual dollar income of families ending participation in the public housing programs within the report criteria.
- The report displays the percentage of families ending participation in the public housing programs distributed by their primary source of income (for example, asset income, wages, welfare, etc).


Income Report
As of October 31, 2009

Program type: Public Housing
Level of Information: National: US
Effective Dates Included : November 01, 2008 through February 28, 2010

Income Distribution | Income Source Distribution | Primary Source Income Distribution | Income Source Avg Annual Income | Primary Source Income Avg Annual Income

End Participation

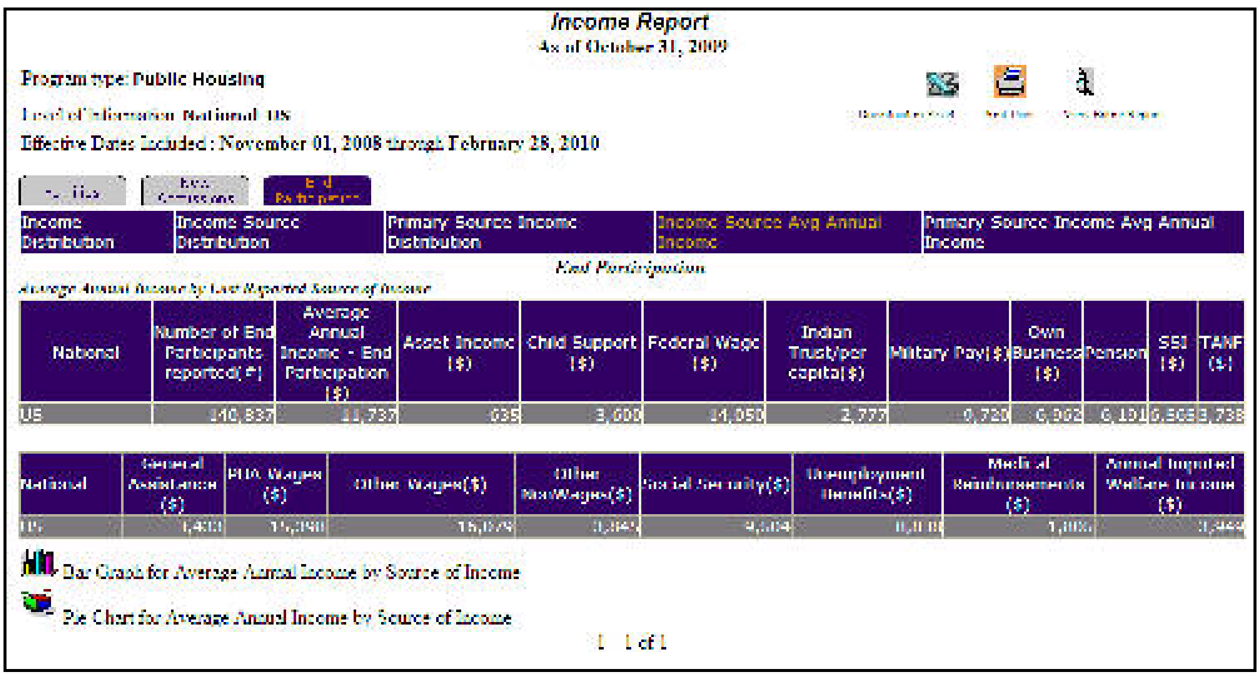
Distribution by Last Reported Primary Source of Income

National	Number of End Participants Reported(#)	Average Annual Income - End Participation($)	Asset Income (%)	Wages(%)	Welfare(%)	SSI/SS/Pensions (%)	Other Income Sources(%)	No Primary Source of Income(%)
US	140,017	11,717	0	31	33	46	33	0

Bar Graph for Distribution by Primary Source of Income
Pie Chart Distribution by Primary Source of Income
1 - 1 of 1

Figure 90: The Primary Source Income Distribution sub tab of the End Participation tab (Income Report)

The **Income Source Average Annual Income** sub tab displays the average annual income amounts for families ending their participation in the public housing programs within the report criteria distributed by the respective sources of income (see Figure 91):


Income Report
As of October 31, 2009

Program type: Public Housing
Level of Information: National: US
Effective Dates Included : November 01, 2008 through February 28, 2010

Income Distribution | Income Source Distribution | Primary Source Income Distribution | Income Source Avg Annual Income | Primary Source Income Avg Annual Income

End Participation

Average Annual Income by Last Reported Source of Income

National	Number of End Participants reported(#)	Average Annual Income - End Participation ($)	Asset Income ($)	Child Support ($)	Federal Wage ($)	Indian Trust/per capita($)	Military Pay($)	Own Business ($)	Pension	SSI ($)	TANF ($)
US	140,837	11,737	635	3,600	14,050	2,777	9,720	6,962	6,101	6,505	3,738

National	General Assistance ($)	PHA Wages ($)	Other Wages($)	Other NonWages($)	Social Security($)	Unemployment Benefits($)	Medical Reimbursements ($)	Annual Imputed Welfare Income ($)
US	1,403	15,098	15,079	3,045	9,504	[illegible]	1,005	3,444

Bar Graph for Average Annual Income by Source of Income
Pie Chart for Average Annual Income by Source of Income
1 - 1 of 1

Figure 91: The Income Source Avg Annual Income sub tab of the End Participation tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of End Participants Reported (#) column displays the total number of families ending their participation in the public housing programs that fall within the report criteria.

- The Average Annual Income – End Participation ($) column displays the average annual dollar income of families ending participation in the public housing programs within the report criteria.
- The report displays the average annual dollar income amounts for families ending their participation in the public housing programs distributed by the source of income (for example, asset income, child support, federal wage, etc.)

The **Primary Source Income Average Annual Income** sub tab displays the average dollar income amounts for families newly admitted to the public housing programs within the report criteria distributed by the primary sources of income (see Figure 92):

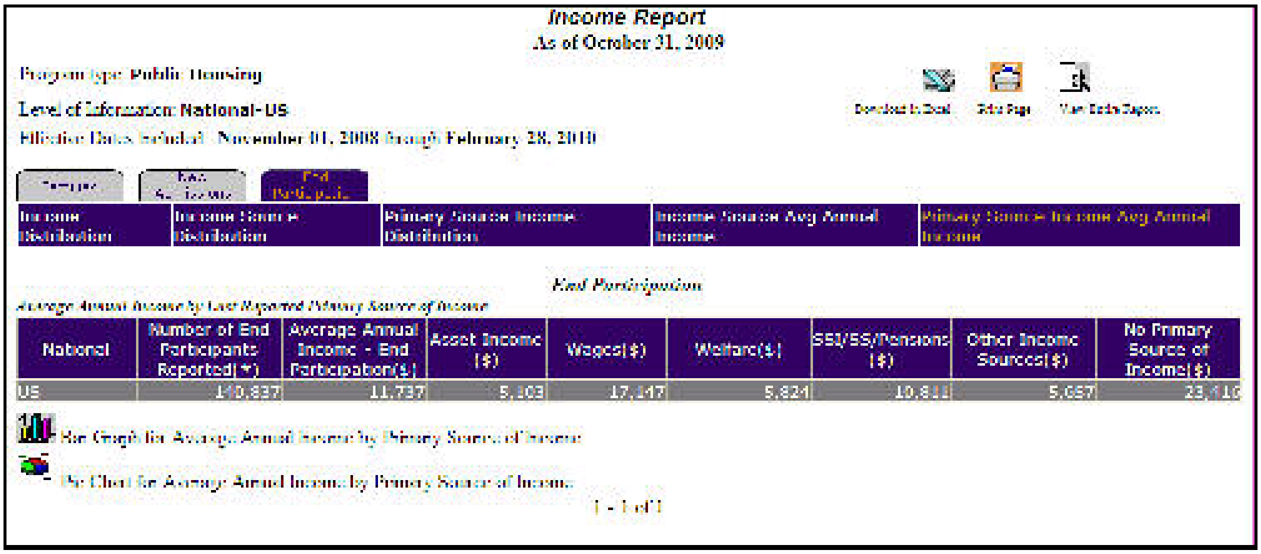


Figure 92: The Primary Source Income Avg Annual Income sub tab of theEnd Participation tab (Income Report)

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of End Participants Reported (#) column displays the total number of families ending their participation in the public housing programs distributed by their primary source of income out of the total number of families within the report criteria.
- The Average Annual Income – End Participation ($) column displays the average annual dollar income of families ending participation in the public housing programs within the report criteria.
- The report displays the average annual dollar income amounts of families ending their participation in the public housing programs distributed by their primary source of income (for example, asset income, wages, welfare, etc.).

The Mobility and Portability Report screen contains three options for further use of the data (see Figure 93):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 93: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.13 Changes in Income Query Report

The Changes in Income Query Report is currently under modification (see Figure 94).

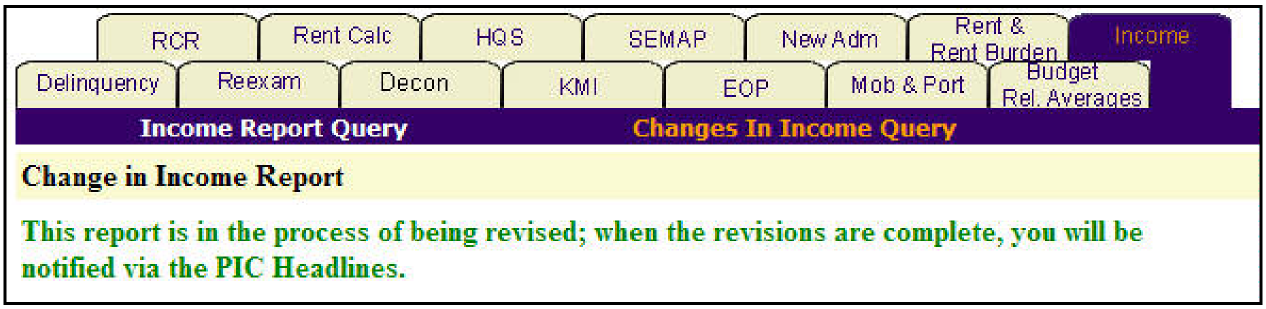


Figure 94:The Changes In Income Query sub tab of the Income Tab

1.1.14 Rent and Rent Burden Query Report

The Rent and Rent Burden Query Report is currently under modification (see Figure 95).

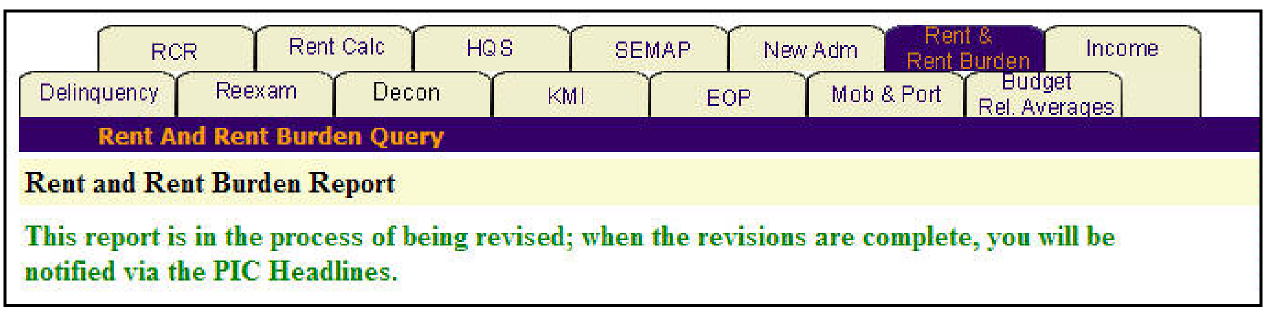


Figure 95: The Rent And Rent Burden Report

1.1.15 New Admissions Report

The New Admissions report is a summary report that displays demographic and income information for families currently served by PIH including the public housing, voucher-funded assistance and moderate rehabilitation programs (see Figure 96).

Figure 96: The New Admissions Report settings

PHAs may use this report when they create PHA plans since this report contains demographic information concerning the amount of time applicants spend on the wait list. PHAs can also use data from the New Admissions report to document housing needs for families on the public housing and voucher-funded assistance waiting lists. A comparison of demographic and income data in the New Admissions and Resident Characteristics reports can also help a PHA understand how its programs are changing.

Each PHA has an outreach obligation to provide eligible households in the community with information about assisted housing opportunities. PHAs must identify the households that are least likely to apply and make special efforts to reach them. Some PHAs with long wait lists may not see the results immediately. PHAs can use the New Admissions report to monitor the success of their outreach and tenant selection activities.

HUD officer may use the report to monitor PHAs' outreach activities. HUD officers may also review the Form 50058 data concerning new admissions to help determine if PHAs' outreach activities appear to reach the under-served population successfully. PHAs' admissions and occupancy policies should specify how a PHA makes unit assignment decisions when more than one appropriate unit is available. They must also describe how a PHA handles the tenant selection process. This is important from both the management and fair housing standpoints. The New Admissions report helps field office users assess a PHA's tenant selection procedures through information on wait times for families.

1.1.15.1 Information Displayed in the New Admissions Report

The **Units** section of the **Units** tab of the New Admissions report displays the ratio of families who are newly admitted in the subsidized housing programs out of the total number of families living in the assisted housing units (see Figure 97):

- The geographic subset (the option that the user selected in the Level of Information area).
- The Number of New Admissions (#): this column displays the total amount of new admissions for the report period and the selected geographic subset.
- New Admissions as Percentage of Total (%): this column displays the percent of new admissions out of the total number of families taking part in the assisted housing programs.

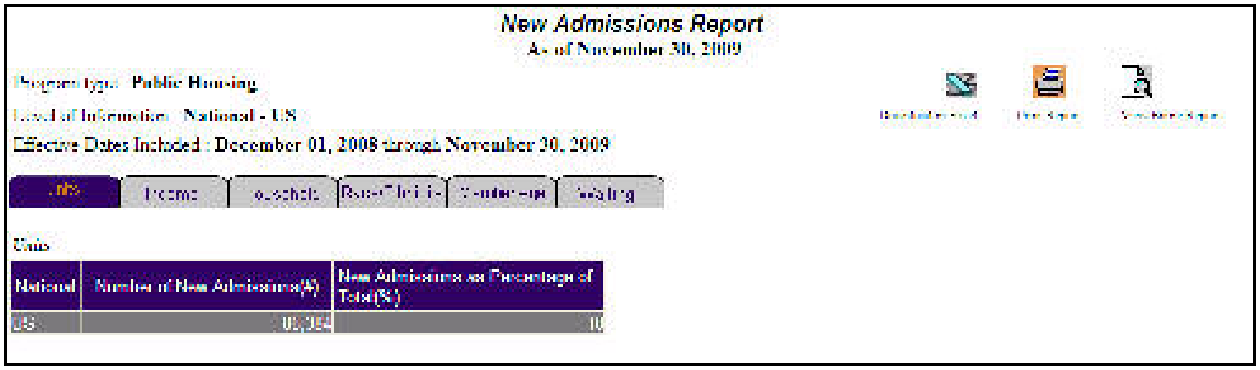


Figure 97: The Units tab of the New Admissions Report

The **Income** tab of the report displays the income information for the families newly admitted in the assisted housing programs (see Figure 98):

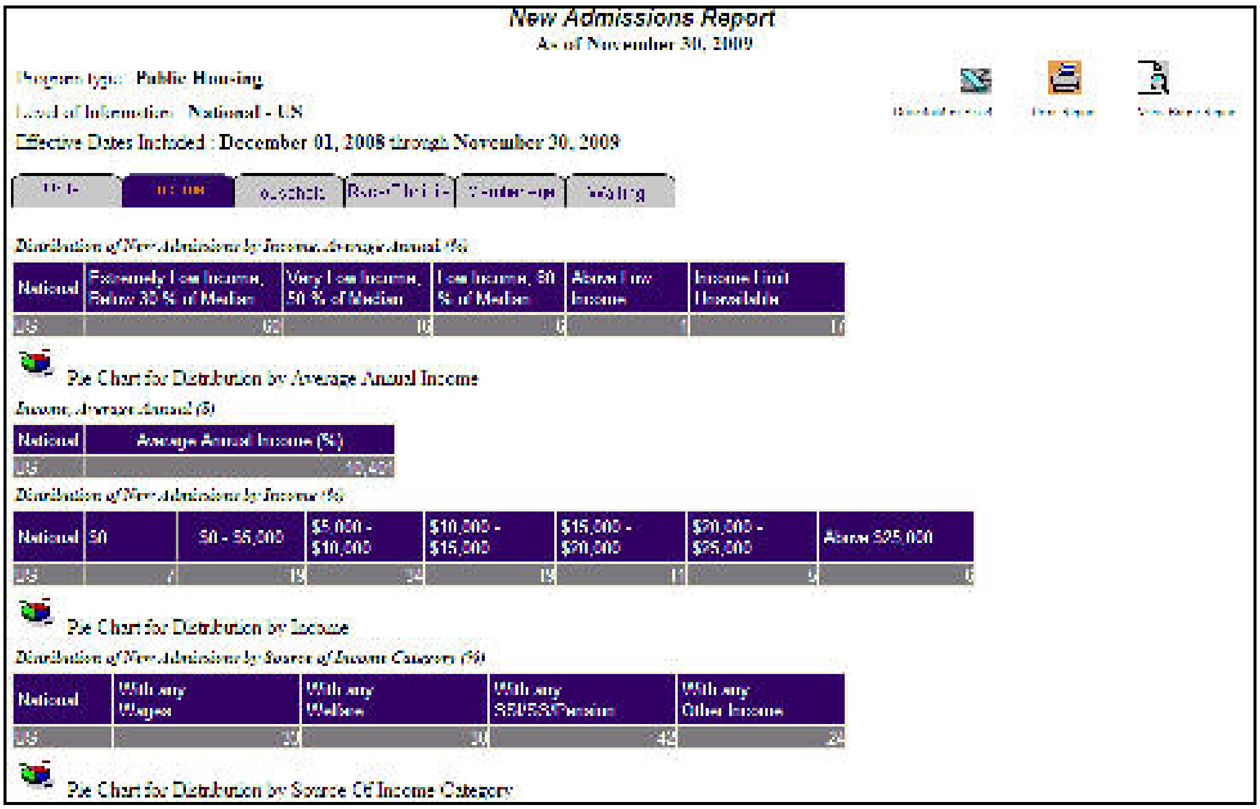


Figure 98: The Income tab of the New Admissions Report

- The Distribution of New Admissions by Income, Average Annual (%) section the percentage of families with the corresponding income limits (for example, extremely low income, below 30% of median, very low income, 50% of median, etc.).
- The Average Annual Income ($) section displays the average income amount for families newly admitted to the assisted housing program for the selected geographical subset.

- The Distribution of New Admission by Income (%) section displays the percentage of families newly admitted to the public housing programs divided into income categories (for example, $0, $1-$5000, $5001-$10000, etc.).
- The Distribution of New Admissions by Source of Income Category (%) section displays the percent of families newly admitted to the assisted housing programs for each of the indicated source of income categories (for example, with any wages, with any welfare, etc.).

The **Household** tab displays the information about the TTP (Total Tenant Payment) amounts and the family types newly involved in the subsidized housing programs. It presents the information in form of four sub tabs: the **TTP** sub tab, the **Family Type** sub tab, the **Unit Size** sub tab, and the **Female Head of Household** sub tab. The user can see what types of families start participating in the subsidized housing programs within the selected geographic subset of the report and the report period, as well as their total tenant payment information. The **Unit Size** sub tab displays the summarized information about the household sizes and unit sized for families newly admitted to the subsidized housing programs. The **Female Head of Household** tab displays information about the percent of female-headed households out of the total number of new admissions and the average TTP amount for this type of household within the report criteria.

The **TTP** sub tab displays information about the TTP calculated for families newly admitted to the subsidized housing programs within the report criteria (see Figure 99):

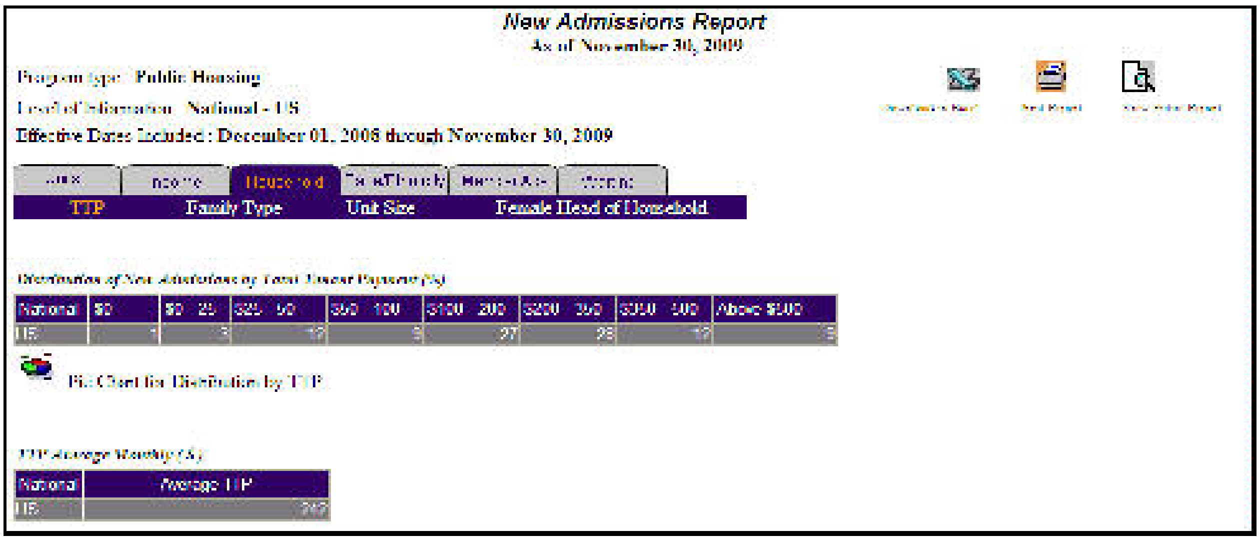


Figure 99: The TTP sub tab of the Household tab (New Admissions Report)

- Distribution of New Admissions by Total Tenant Payment (%) section of the report the percent of families newly admitted to the subsidized housing programs within each TTP range (for example, percent of families with the TTP of $0, $1-$25, $26-$50, etc.).
- TTP Average Monthly ($) section of the report displays the average TTP amount within the selected geographic subset.

The **Family Type** sub tab allows the user to view the percentage of each family type among the families within the report criteria and the average TTP amount for each family type (see Figure 100):

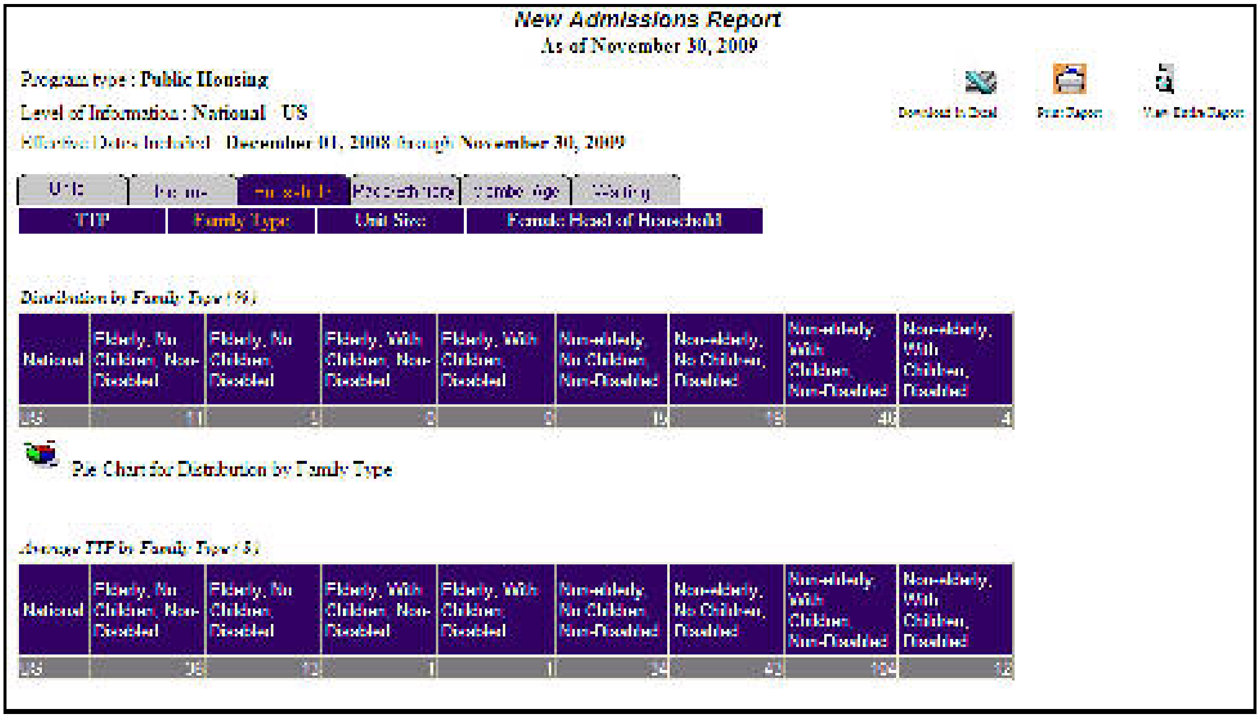


Figure 100: The Family Type sub tab of the Household tab (New Admissions Report)

- Distribution of New Admissions by Family Type (%) section of the report displays the percent of families newly admitted to the subsidized housing programs for each family type. For example, the percent of families which are elderly do not have children and are not disabled, or the percent of families which are elderly have no children and are disabled, etc.
- Average TTP of New Admissions by Family Type ($) section of the report displays the average TTP amount for each family type within the selected geographic subset.

The **Household/Unit Size Information** sub tab of the report displays information about the household size of the families newly admitted in the subsidized housing programs, and the unit sizes allocated for those families (see Figure 101):

- The Distribution by Individual Family Household Size (%) section of the report displays the percent of families newly admitted in the subsidized housing programs within every household size category (for example, 1 person, 2 persons, etc.), as well as the average household size for the new admissions within the selected geographic subset.
- The Distribution by Individual Unit Size (%) section displays the percent of families newly admitted to the subsidized housing programs living in units within each unit size category (for example, 0 bedrooms, 1 bedroom, 2 bedroom, etc.)

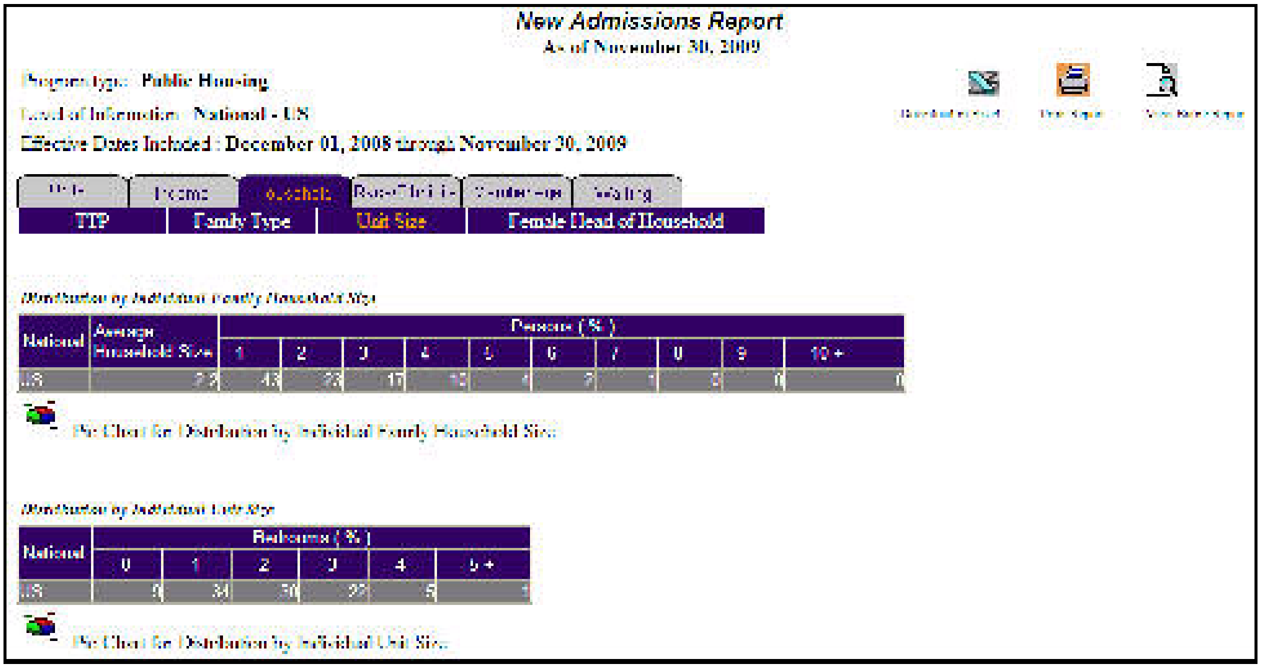


Figure 101: The Unit Size sub tab of the Household tab (New Admissions Report)

The **Female Head of Household** sub tab of the report displays the percent of female-headed households newly entered in the subsidized housing programs and the average TTP payment for these families within the report criteria (see Figure 102).

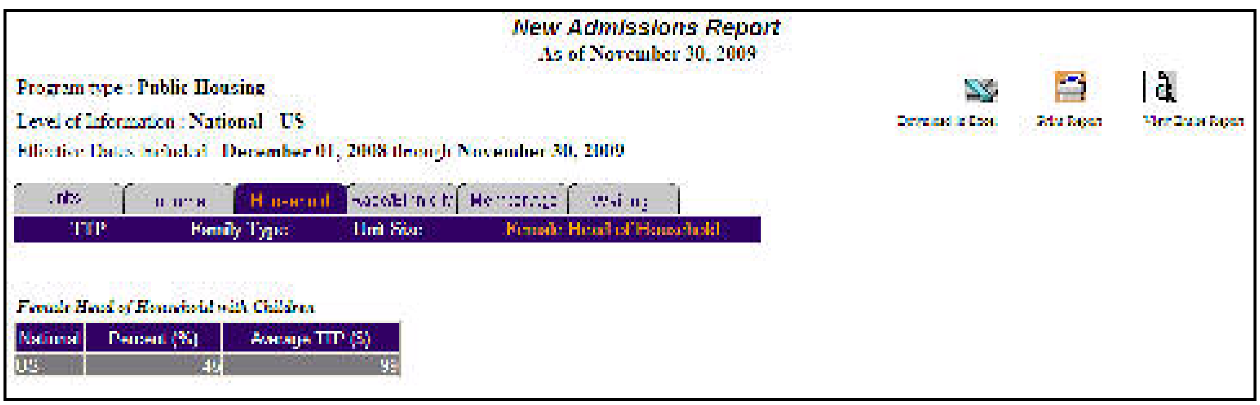


Figure 102: The Female Head of Household sub tab of the Household tab (New Admissions Report)

The **Race/Ethnicity** tab displays the race and ethnicity information for the heads of household of families taking part in the subsidized housing programs and their respective subsidy information (full subsidy or prorated subsidy) (see Figure 103):

- The Distribution of New Admissions by Head of Household's Race (%) section of the report displays the percent of the families newly admitted to the subsidized housing programs within the geographical subset selected for the report and the time frame of the report distributed by race of the head of household.

- The Distribution of New Admissions by Head of Household's Ethnicity (%) section of the report displays the percent of the families newly admitted to the subsidized housing programs within the geographical subset selected for the report and the time frame of the report distributed by ethnicity of the head of household.
- The Distribution of New Admissions by Family Subsidy Status (%) section of the report displays the percent of families getting the full or prorated subsidy for the geographic subset that the user selected for the report.

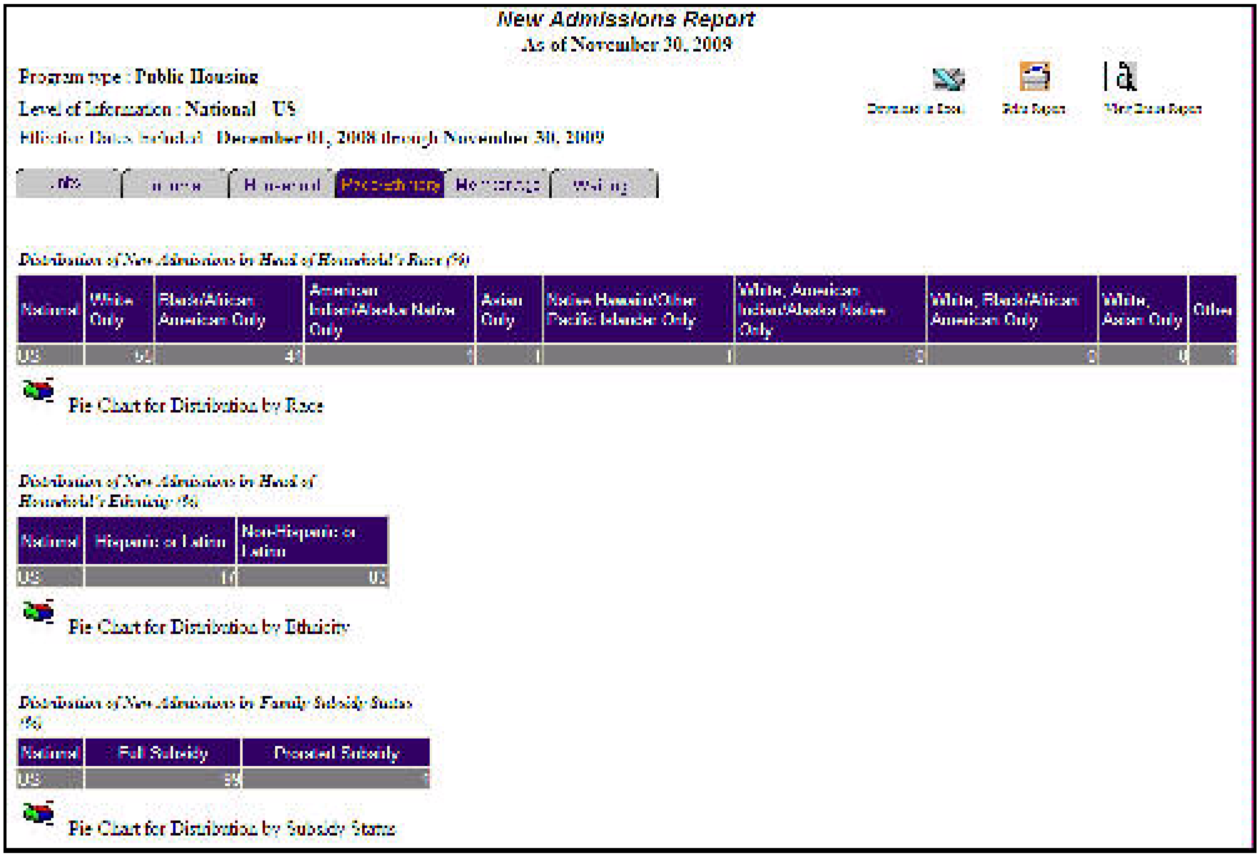


Figure 103:The Race/Ethnicity tab of the New Admissions Report

The **Member's Age Information** tab of the report displays the members of households' age information for families newly admitted in the subsidized housing programs (see Figure 104):

- The Distribution of New Admissions by Individual Family Household Member's Age (%) section of the report displays the percent of family members within every age category out of the total number of family members in the families newly admitted to the subsidized housing programs. The Number of Family Members column displays the number of family members in the families that entered the subsidized housing program within the selected geographic subset and the report time frame.

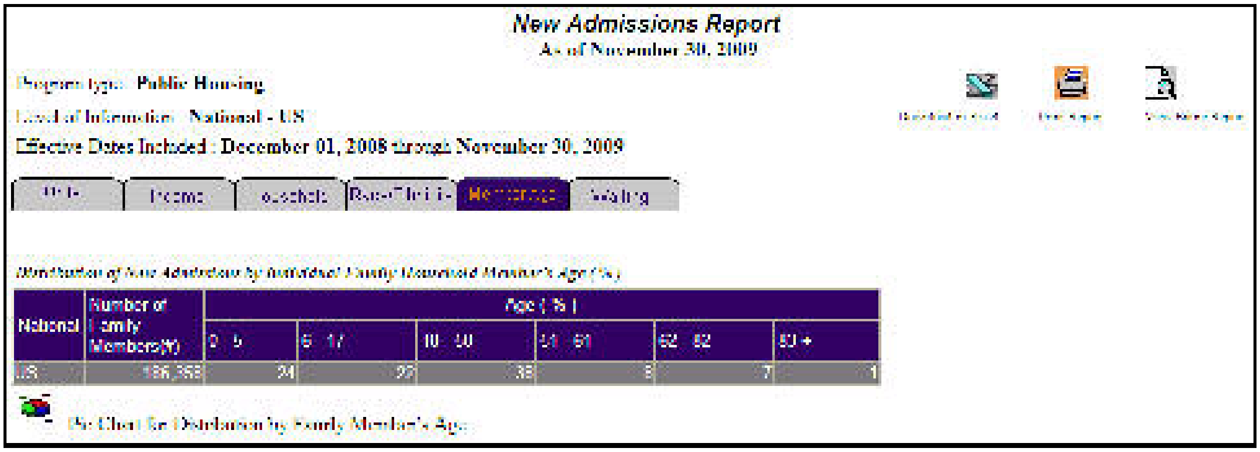


Figure 104: The Member Age tab of the New Admissions Report

The **Waiting** tab of the report displays the wait list data based on income, family status, family size, as well as the average waiting data for families newly admitted to the subsidized housing programs.

The **Admissions** sub tab of the report displays information about the waiting times for the families newly accepted in the subsidized housing units (see Figure 105):

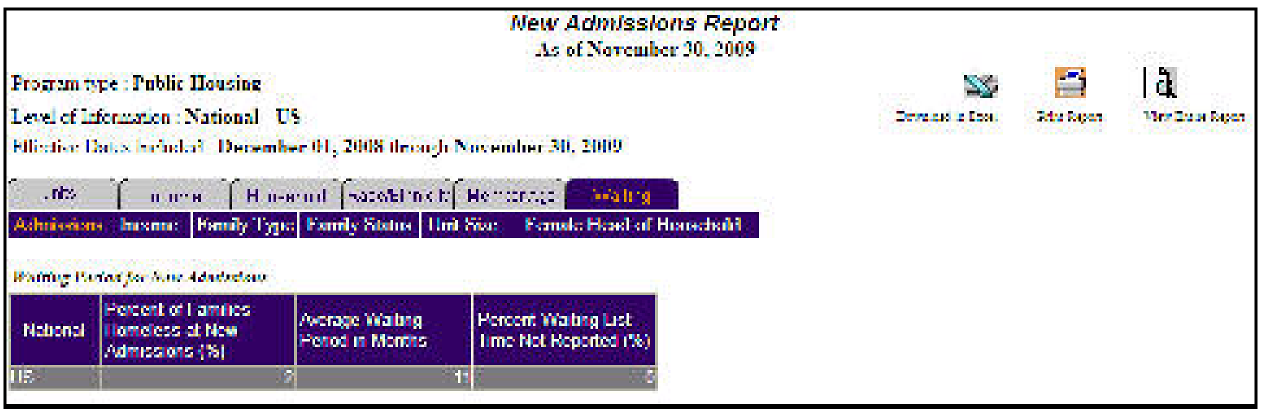
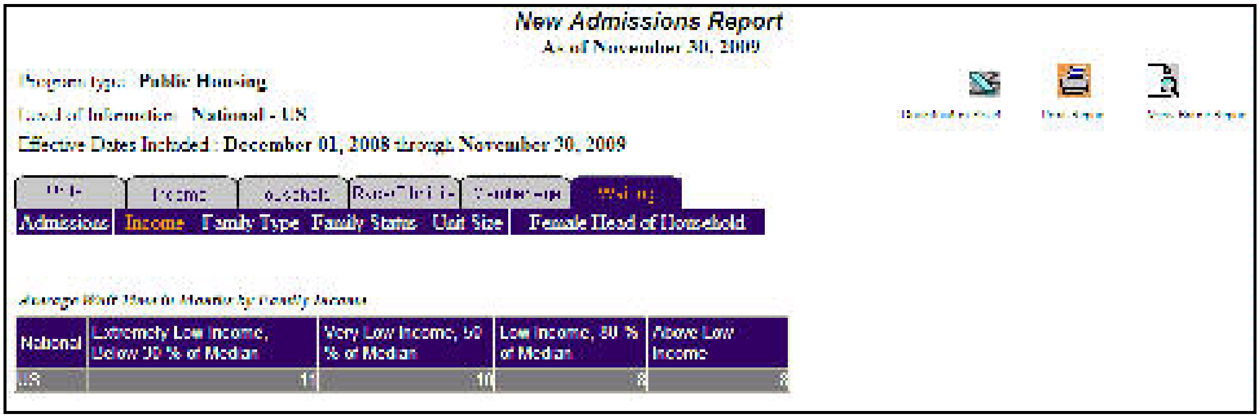


Figure 105: The Admissions sub tab of the Waiting tab (New Admissions Report)

- The Wait Period for New Admissions section of the report displays the percent of homeless families admitted in the subsidized housing units, the average wait times for families newly accepted in the subsidized housing units for which the date the families entered the waiting list is known, and the percent of families newly accepted in the subsidized housing units for which the date they entered the wait list is not reported.

The **Income** sub tab of the report displays the waiting time data for families distributed by the level of income (see Figure 106).

- The Average Wait Time in Months by Family Income section displays the waiting time for families of various income levels, for example extremely low income, below 30 % of median, very low income, 50 % of median, etc.



New Admissions Report
As of November 30, 2009

Program type : Public Housing
Level of Information : National - US
Effective Dates Included : December 01, 2008 through November 30, 2009

Download to Excel | Print Report | View Entire Report

Units | Income | Household | Race/Ethnicity | Gender-Age | Waiting

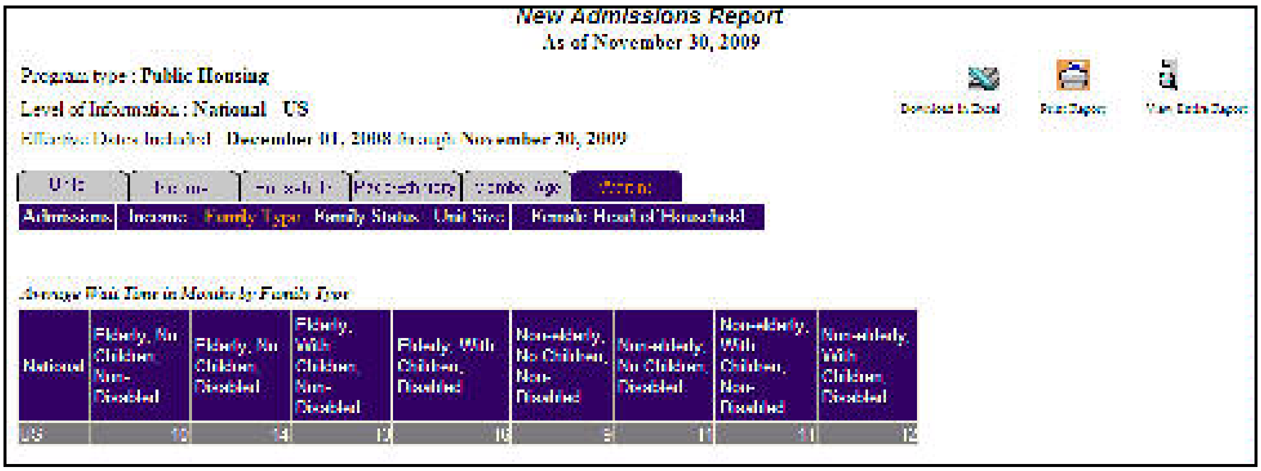
Admissions | Income | Family Type | Family Status | Unit Size | Female Head of Household

Average Wait Time in Months by Family Income

National	Extremely Low Income, Below 30 % of Median	Very Low Income, 50 % of Median	Low Income, 80 % of Median	Above Low Income
US	11	10	8	8

Figure 106: The Income sub tab of the Waiting tab (New Admissions Report)

The **Family Type** sub tab of the report displays the waiting time data for families newly admitted to the subsidized housing units within the selected geographical subset of the report within every family type (see Figure 107).



New Admissions Report
As of November 30, 2009

Program type : Public Housing
Level of Information : National US
Effective Dates Included : December 01, 2008 through November 30, 2009

Download to Excel | Print Report | View Entire Report

Units | Income | Household | Race/Ethnicity | Gender-Age | Waiting

Admissions | Income | Family Type | Family Status | Unit Size | Female Head of Household

Average Wait Time in Months by Family Type

National	Elderly, No Children, Non-Disabled	Elderly, No Children, Disabled	Elderly, With Children, Non-Disabled	Elderly, With Children, Disabled	Non-elderly, No Children, Non-Disabled	Non-elderly, No Children, Disabled	Non-elderly, With Children, Non-Disabled	Non-elderly, With Children, Disabled
US	10	14	12	16	9	11	11	12

Figure 107: The Family Type sub tab of the Waiting tab (New Admissions Report)

- The Average Wait Time in Months by Family Type section of the report displays the average waiting times for families newly admitted to the subsidized housing units within the selected geographical subset of the report distributed by family type (for example, elderly, no children, non-disabled, or elderly, no children, disabled, etc.)

The **Family Status** sub tab of the report displays the waiting period data for families newly admitted to the subsidized housing units distributed by head of household's race, ethnicity, and the type of family receiving subsidy (full or prorated subsidy) (see Figure 108):

- The Average Wait Time in Months by Head of Household's Race section of the report displays the average wait times for families newly admitted to the subsidized housing units based on the head of household's race.
- The Average Wait Time in Months by Head of Household's Ethnicity section of the report displays the average wait times for families newly admitted to the subsidized housing units based on the head of household's ethnicity (Hispanic or Latino, or non-Hispanic or Latino).

- The Average Wait Time in Months by Family Subsidy Status section of the report displays the average wait time for families newly admitted to the subsidized housing units based on the type of subsidy they are receiving (full or prorated).

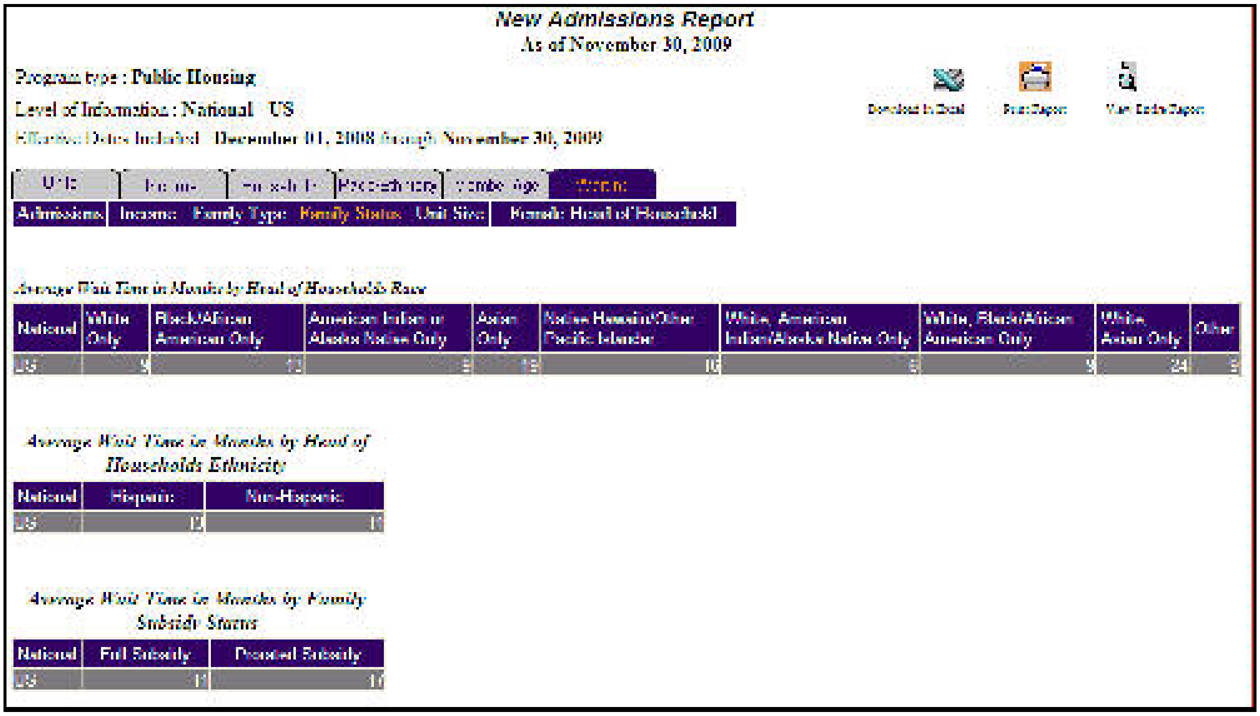


Figure 108: The Family Status sub tab of the Waiting tab (New Admissions Report)

The **Unit Size** sub tab of the report displays the waiting time data for families newly admitted to the subsidized housing units within the selected geographical subset of the report distributed by unit size (see Figure 109).

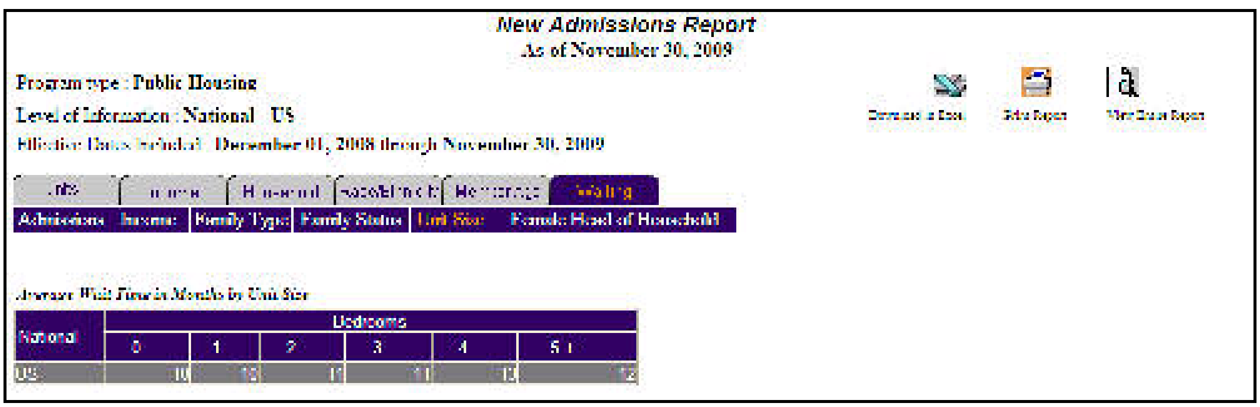


Figure 109: The Unit Size sub tab of the Waiting tab (New Admission Report)

- The Average Wait Time in Months by Unit Size sub section of the report displays the average wait times for families accepted in the subsidized housing units distributed by the unit size (for example, 0 bedrooms, 1 bedroom, 2 bedrooms, etc.).

The **Female Head of Household** sub tab of the report displays the average waiting time in months for female-headed households newly admitted to the subsidized housing programs (see Figure 110).

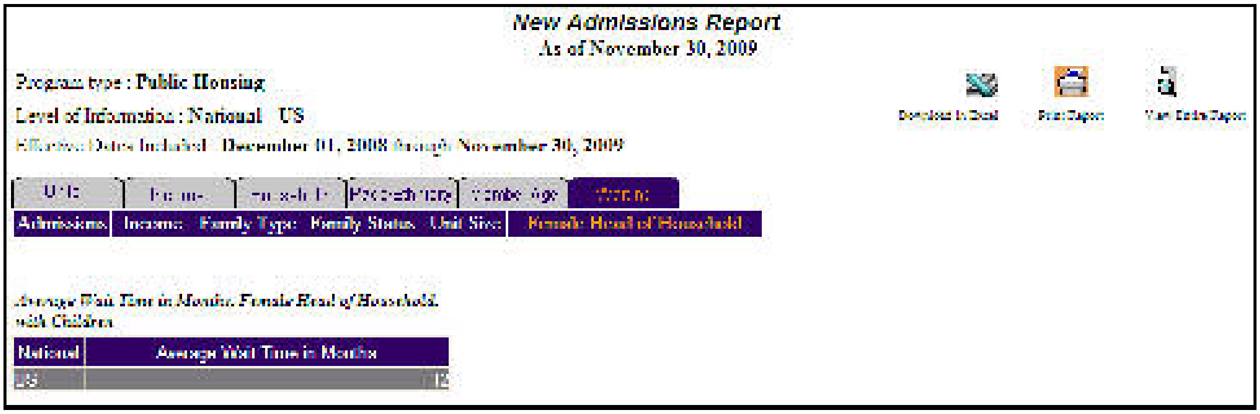


Figure 110: The Female Head of Household sub tab of the Waiting tab (New Admissions Report)

The New Admissions Report screen contains three options for further use of the data (see Figure 111):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 111: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.16 Budget Related Averages Report

The **Budget Related Averages Report** displays average amounts of gross rent, total tenant payment, and assisted payment by unit size for families who own a Section 8 certificate or voucher. This report helps PHAs to determine reasonable rent amounts and support requests for increased payment standards.

PHAs can use this report to determine the number of families they can support with the current funds or future funds provided for the Section 8 program. The field offices and the Financial Management Center may use this report to review PHAs’ payment standards.

To run the Budget Related Averages report, the user must select the appropriate program type in the **Program Type** list, and select the desired geographic subset (see Figure 112). The report will include all records with effective dates within 16 months from the “as of” date of the report (the time frame will be 12 months back and 4 months forward from the “as of” date of the report).

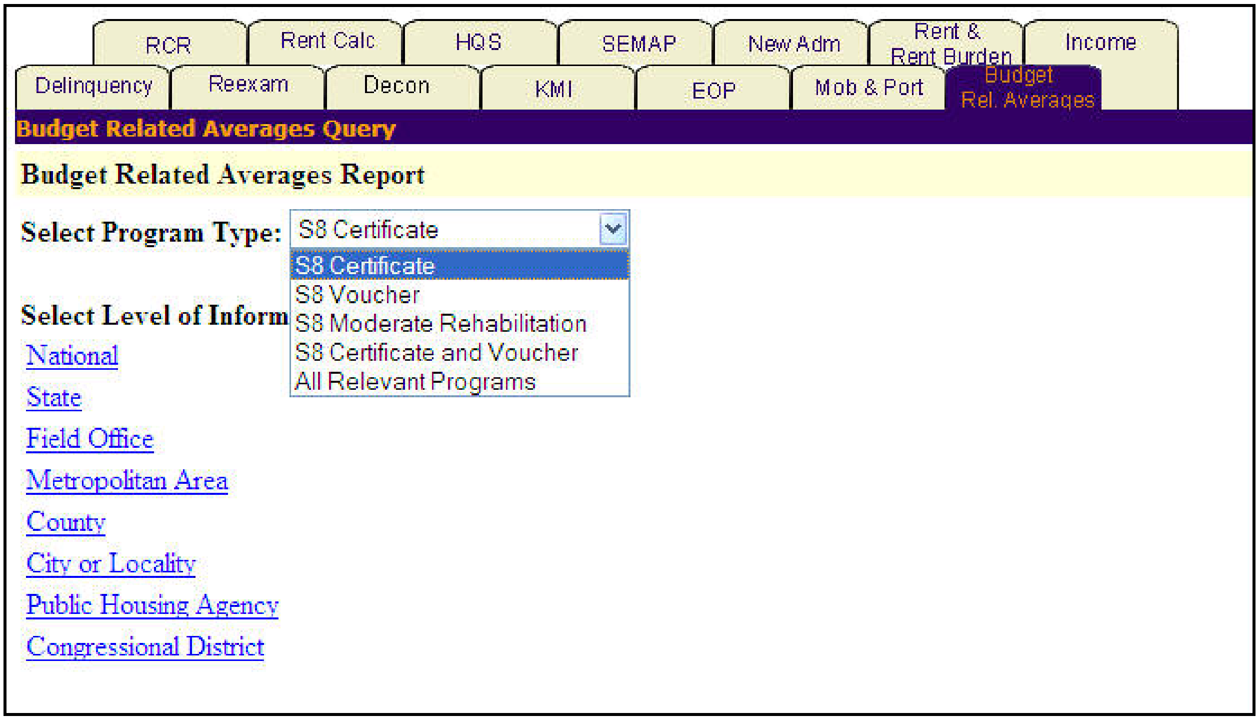


Figure 112: The Budget Related Averages Report settings

1.1.16.1 Information Presented in the Budget Related Averages Report

The Budget Related Averages report contains the **Units** tab, the **Gross Rent**, the **Tenant Rent**, the **Assistance**, and the **TTP** tabs.

The **Units** tab includes the information about the number of units with full or prorated subsidy within the geographic subset and the time frame of the report (see Figure 113):

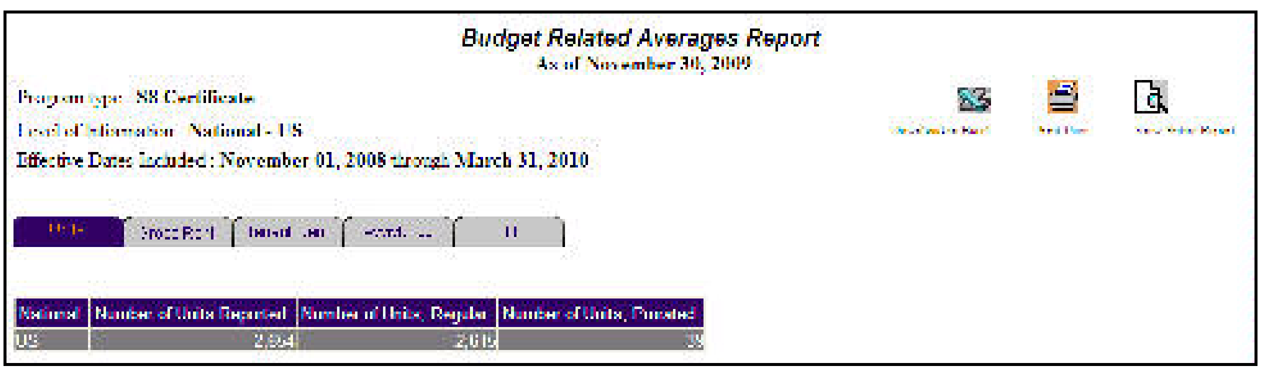


Figure 113: The Units tab of the Budget Related Averages Report

- The Number of Units Reported column on the Units tab displays the total number of units for all the families within the report criteria.
- The Number of Units, Regular column on the Units tab displays the number of units occupied by families within the report criteria with full subsidy.

- Number of Units Prorated column on the Units tab displays the number of units occupied by families within the report criteria with prorated subsidy.

The **Gross Rent** tab displays the average gross rent information for units within the report criteria by unit size (the number of bedrooms in the unit) (see Figure 114):

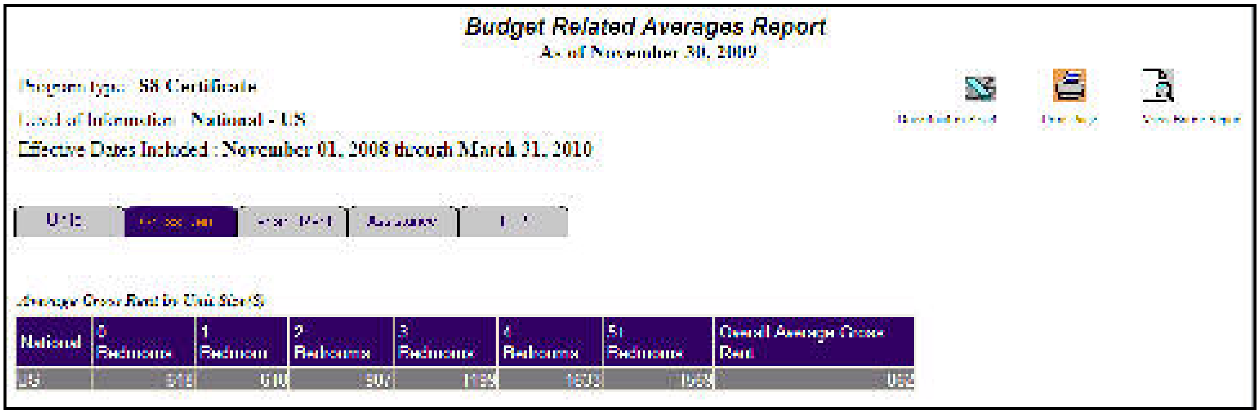


Figure 114: The Gross Rent tab of the Budget Related Averages Report

- The 0 Bedrooms, 1 Bedroom, 2 Bedrooms, etc. columns displays the average gross rent for units of the respective size within the report criteria.
- The Overall Average Gross Rent ($) column displays the average rent amount for all the units (regardless of their size), that fall within the report criteria.

The **Tenant Rent** tab displays the average rent payments paid by families distributed by unit size and the type of rent (regular or prorated) (see Figure 115):

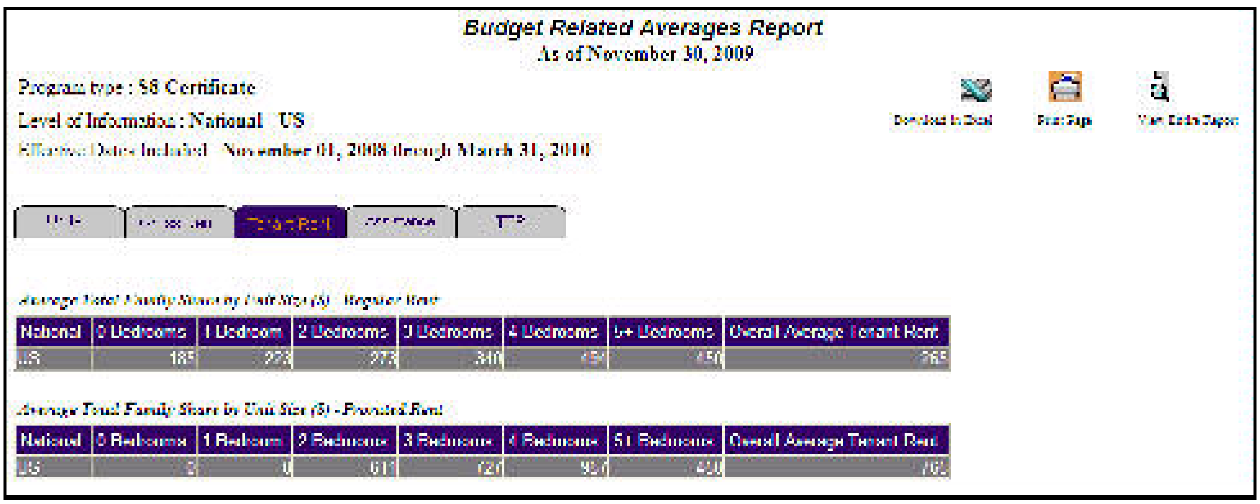
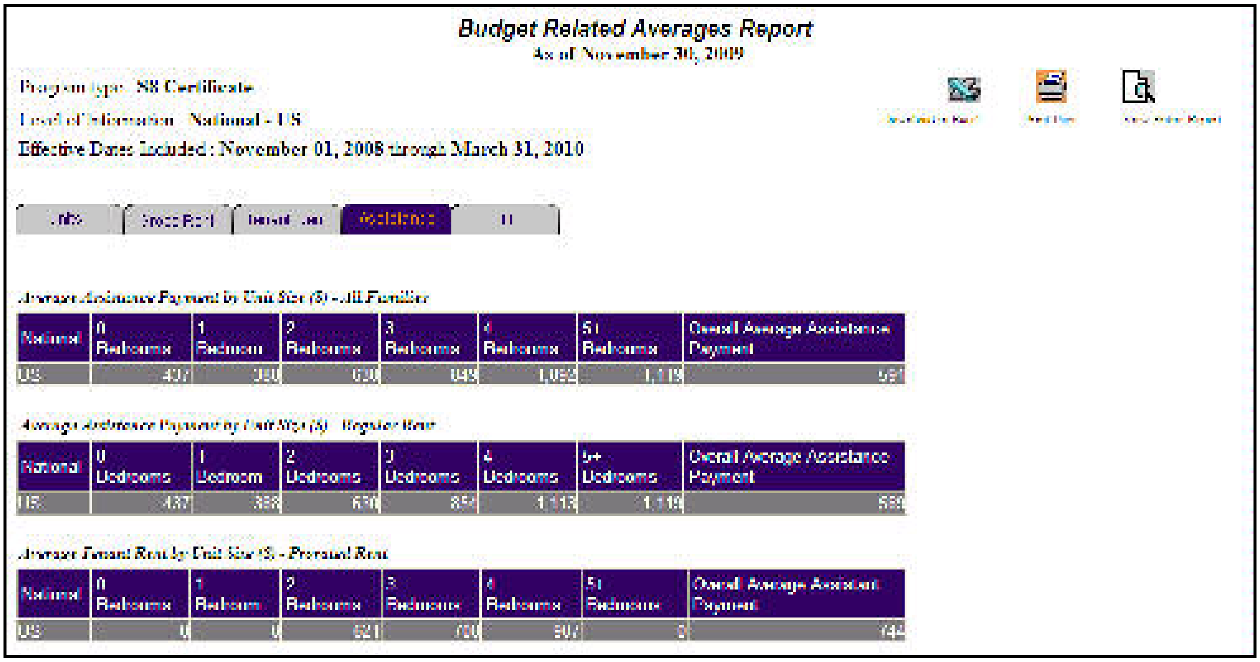


Figure 115: The Tenant Rent tab of the Budget Related Averages Report

- The Average Total Family Share by Unit Size ($) – Regular Rent section of the report displays the average tenant rent amount for families with the Section 8 certificate or voucher with full subsidy distributed by the unit size (the number of bedrooms in the unit). It also displays the overall average tenant rent amount, which is the average amount of the tenant rent for all families with full subsidy within the report criteria.

- The Average Total Family Share by Unit Size ($) – Prorated Rent section of the report displays the average tenant rent amount for families with the Section 8 certificate or voucher with prorated subsidy distributed by the unit size (the number of bedrooms in the unit). It also displays the overall average prorated tenant rent amount, which is the average amount of the tenant rent for all families with prorated subsidy within the report criteria.

The **Assistance** tab of the report displays the average assistance payment amount for families that have a Section 8 voucher or certificate with full or prorated subsidy and the assistance payment information for all families within the report criteria regardless of the type of subsidy (see Figure 116):



Average Assistance Payment by Unit Size ($) - All Families

National	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms	Overall Average Assistance Payment
US	437	380	630	849	1,092	1,119	591

Average Assistance Payment by Unit Size ($) - Regular Rent

National	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms	Overall Average Assistance Payment
US	437	388	630	854	1,113	1,119	589

Average Tenant Rent by Unit Size ($) - Prorated Rent

National	0 Bedrooms	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms	5+ Bedrooms	Overall Average Assistant Payment
US	0	0	621	700	807	0	744

Figure 116; The Assistance tab of the Budget Related Averages Report

- The Average Assistance Payment by Unit Size ($) – All Families section of the report displays the average assistance information for all families within the report criteria regardless of the subsidy type distributed by unit size. It also displays the overall average assistance payment for all families within the report criteria.
- The Average Assistance Payment by Unit Size ($) – Regular Rent section of the report displays the average assistance information for all families within the report criteria with the full subsidy distributed by unit size. It also displays the overall average assistance payment for all families with the full subsidy within the report criteria.
- The Average Assistance Payment by Unit Size ($) – Prorated Rent section of the report displays the average assistance information for all families within the report criteria with prorated subsidy distributed by unit size. It also displays the overall average assistance payment for all families with the prorated subsidy within the report criteria.

The **TTP** tab of the report displays the average total tenant rent information for all families within the report criteria (see Figure 117):

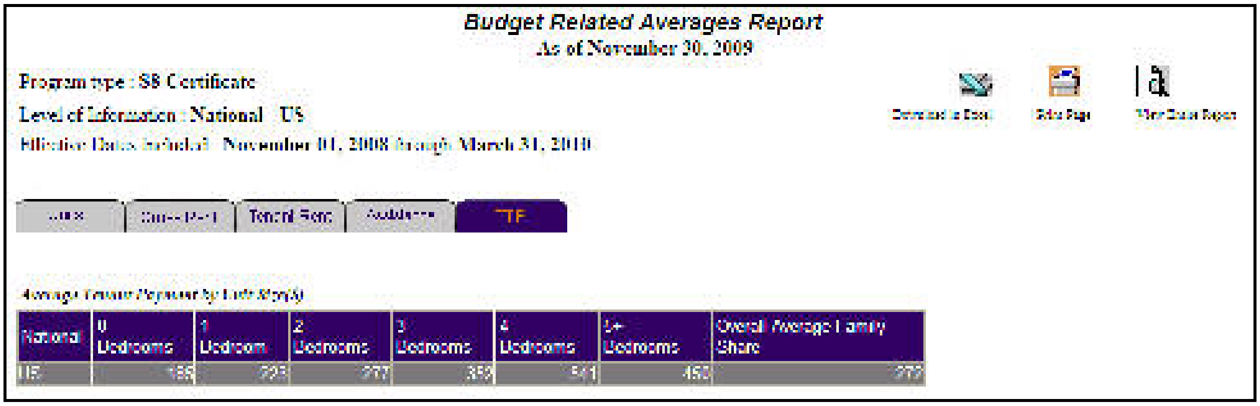


Figure 117: The TTP tab of the Budget Related Averages Report

- The Average Tenant payment by Unit Size ($) section of the report displays the average TTP amount for all families within the report criteria distributed by the unit size (the number of bedrooms in the unit), as well as the overall average family payment that families are responsible for.

The Budget Related Averages Report screen contains three options for further use of the data (see Figure 118):

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables display together on one screen.

Figure 118: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.17 Section 8 Deconcentration Analysis Report

The **Section 8 Deconcentration Analysis Report** displays summarized information about families with children participating in the voucher assistance and certificate programs as they are housed in the census tracts. This report allows the user to see how PHAs encourage families to locate in areas with low poverty rates. To run the Section 8 Deconcentration Analysis report, the user must select the appropriate geographic subset, select the desired state, PHA, tract (if applicable), and then click the **Report** button (see Figure 119).

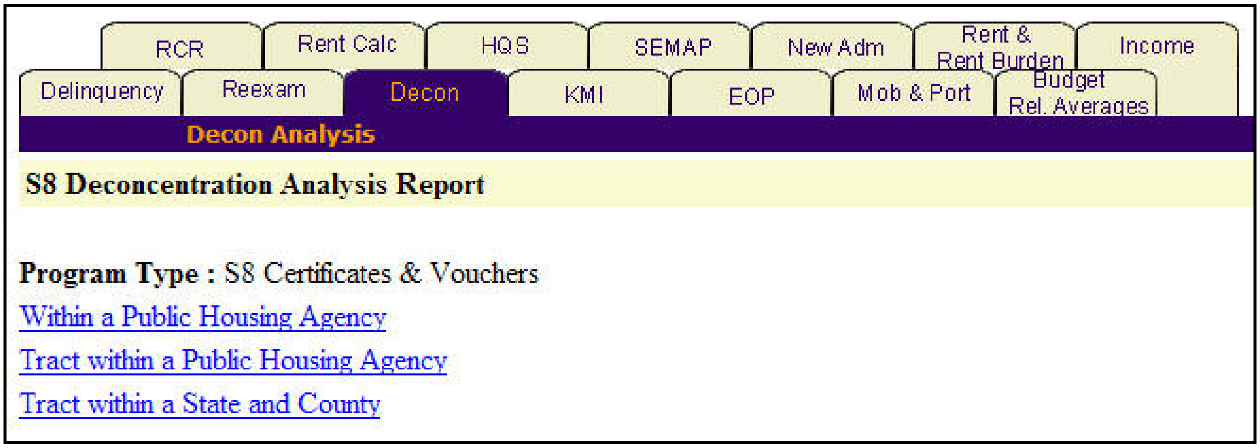


Figure 119: The S8 Deconcentrations Analysis Report settings

The Section 8 Deconcentration Analysis Report allows the user to examine the economic environment in the areas where families participating in the voucher assistance and certificate programs live. The report includes data for tenant-based and HUD-based assisted families in the geographic area. The data from this report helps PHAs focus the efforts to house the families participating in the Section 8 programs in the low poverty areas.

Here is one example of how PHAs may use the data provided in the Section 8 Deconcentration Analysis report. When a PHA runs this report and the data indicates that the majority of the families participating in theSection 8 programs live in the low poverty areas (poverty level is less than 20 %), the PHA staff knows that the PHA is close to reaching its goal. After analyzing the report data for several months, the PHA staff discovers that the percentage of new families that received the tenant-based assistance increased in one low poverty tract. Also, the number of property owners assisting new families increased in the same area. The PHA may use this information to evaluate the success of its Section 8 outreach efforts.

PHAs can also use the report to determine if the families participating in the Section 8 programs are concentrated in poorer areas. PHAs can monitor the figures in this report to determine if a small number of unit owners dominate the housing market.

The Section 8 Deconcentration Analysis report helps HUD to achieve one of the major goals of the Annual Performance Plan, that is to ensure that a certain percentage of low income families live in low poverty areas. A low poverty area denotes a geographic area where only 20 % or fewer families qualify as low income families. HUD officers may access the report data for various geographic subsets, and assist with efforts to meet their goal. Using the Section 8 Deconcentration Analysis report, field office staff can identify PHAs that need technical assistance to improve owner outreach efforts or refine deconcentration strategies.

1.1.17.1 Information Presented in the Section 8 Deconcentration Analysis Report

The **Families** tab of the Section 8 Deconcentration Analysis report displays data about the families with children that participate in the Section 8 program distributed by the poverty rates within the census tracts where they reside (see Figure 120):

S8 Deconcentration Analysis
As of November 30, 2009

Program type : **S8 Certificates & Vouchers**
Level of Information : **HA within State NJ**
Effective Dates Included : **December 01, 2008** through **March 31, 2010**

Download in Excel | Print Page | View Entire Report

Families | Assistance | Owners

All Families with Children

HA	Total Number of Families	Poverty Rate (%)				
		0 - 9	10 - 19	20 - 29	30 - 39	40 or more
NJ009	0	0	0	0	0	0

Pie Chart for Povert Rate of Tract for All Families

New Families with Children

HA	Total Number of Families	Poverty Rate (%)				
		0 - 9	10 - 19	20 - 29	30 - 39	40 or more
NJ009	0	0	0	0	0	0

Pie Chart for Povert Rate of Tract for New Families

1 - 1 of 1

Figure 120: The Families tab of the S8 Deconcentration Analysis Report

- The All Families with Children section of the report allows the user to view the total number of families within a PHA and the percent of families living in the census tracts with various poverty rates (for example, poverty rate 0 – 9 %, 10 – 19 %, etc.).
- The New Families with Children section of the report displays the total number of families with children newly added to the Section 8 program within a PHA and the percent of families living in the census tracts with various poverty rates (for example, poverty rate 0 – 9 %, 10 – 19 %, etc.).

The **Assistance** tab of the report displays the percent of families that receive assistance distributed by the census tracts with a certain percentage of assisted families (see Figure 121):

- The Tenant-Based Assistance section of the report displays the total number of families who receive tenant-based assistance within a PHA. It also displays the percentage of those families for the census tracts within this PHA with different levels of concentration of families with the tenant-based vouchers (for example, 0%-1% of tenant-based assistance, 2%-5% of tenant-based assistance, etc.)
- The HUD-Based Assistance section of the report displays the total number of families who receive HUD-based assistance within a PHA. It also displays the percentage of those families for the census tracts within this PHA with different levels of concentration of families with the tenant-based vouchers (for example, 0%-1% of HUD-based assistance, 2%-5% of HUD-based assistance, etc.)

S8 Deconcentration Analysis
As of November 30, 2009

Program type : **S8 Certificates & Vouchers**
Level of Information : **HA within State NJ**
Effective Dates Included : **December 01, 2008** through **March 31, 2010**

Download in Excel | Print Page | View Entire Report

Families | Assistance | Owners

Tenant Based Assistance

HA	Total Number of Families	Tenant Based Assistance (%)					
		0 - 1	1 - 5	6 - 9	10 - 19	20 - 29	30 or more
NJ009	2	100	0	0	0	0	0

Pie Chart for Tenant Based Assistance

HUD Based Assistance

HA	Total Number of Families	HUD Based Assistance (%)					
		0 - 9	10 - 19	20 - 29	30 - 39	40 - 49	50 or more
NJ009	2	100	0	0	0	0	0

Pie Chart for HUD Based Assistance

1 - 1 of 1

Figure 121: The Assistance Tab of the S8 Deconcentration Analysis Report

The **Owners** tab of the report displays the information about owners who lease units to Section 8 families within a PHA (see Figure 122):

S8 Deconcentration Analysis
As of November 30, 2009

Program type : **S8 Certificates & Vouchers**
Level of Information : **HA within State NJ**
Effective Dates Included : **December 01, 2008** through **March 31, 2010**

Download in Excel | Print Page | View Entire Report

Families | Assistance | Owners

Owners for All Families with Children

HA	Units					
	1 - 5	6 - 10	11 - 20	21 - 50	51 - 100	Over 100
NJ009	0	0	0	0	0	0

Owners for New Families with Children

HA	Units					
	1 - 5	6 - 10	11 - 20	21 - 50	51 - 100	Over 100
NJ009	0	0	0	0	0	0

1 - 1 of 1

Figure 122: The Owners tab of the S8 Deconcentration Analysis Report

- The Owners for All Families with Children sub section of the report displays the number of owners who lease units to Section 8 families with children distributed by the number of units leased per owner.
- The Owners for New Families with Children sub section of the report displays the number of owners who lease units to new Section 8 families with children distributed by the number of units leased per owner.

The Section 8 Deconcentration Analysis Report screen contains three options for further use of the data (see Figure 123).

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.

  Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.

Figure 123: The options for further use of report data

To generate another report, repeat the process by returning to the Reports screen and selecting the tab for the report you want next. You may access the corresponding section of this user manual and follow the steps to run the report.

1.1.18 Tenant Rent Calculation Discrepancy Report

The **Tenant Rent Calculation Discrepancy Report** provides a list of families where the PHA-reported rent and the IMS-calculated rent differ. The user can see the IMS-calculated rent, the PHA-reported rent, and the difference are shown for each family. To run the Rent Calculation Discrepancy Report, the user must select the desired program in the **Select Program Type** list, and then select the appropriate option in the **Level of Information** area (see Figure 124). After selecting the desired PHA, the user must click the **Report** button.

PHAs may use this report to identify any rent discrepancies. Then PHAs may identify the causes for rent discrepancy (software error, or staff error), and perform appropriate actions to ensure that the rent discrepancies do not continue.

HUD officers may use this report to evaluate PHAs' performance in respect to rent calculation. Total rent calculation discrepancies are used as a component of the SEMAP rating for the voucher-funded assistance programs, so this report can be used to asses PHAs' performance.

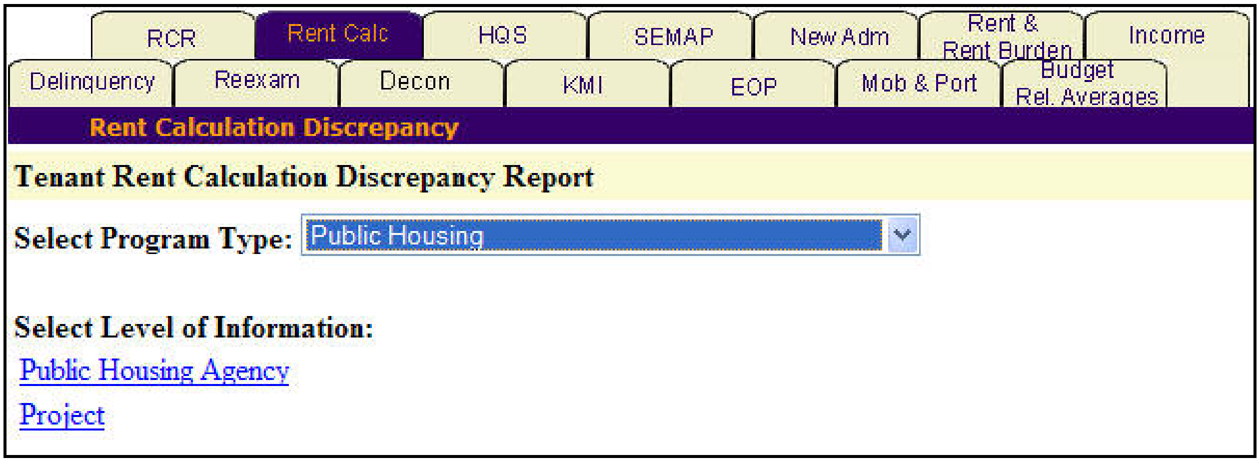
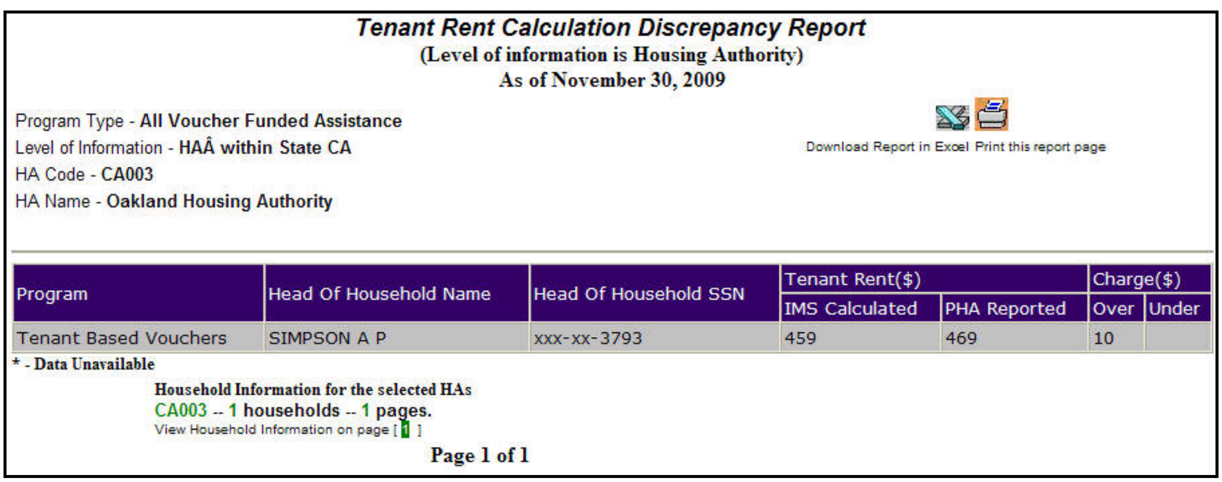


Figure 124: The Tenant Rent Calculation Discrepancy Report settings

1.1.18.1 Information Presented in the Tenant Rent Calculation Discrepancy Report

The **Tenant Rent Calculation Discrepancy report** displays the following information (see Figure 125):

- Program: the type of the program that the user selected.
- Head of Household Name: the name of the head of household of the family that has a rent discrepancy.
- Head of Household SSN: the SSN of the head of household of the family that has a rent discrepancy. Depending on the permission of the current user who is running the report, the SSN may be masked.



Tenant Rent Calculation Discrepancy Report
(Level of information is Housing Authority)
As of November 30, 2009

Program Type - **All Voucher Funded Assistance**
Level of Information - **HAÂ within State CA**
HA Code - **CA003**
HA Name - **Oakland Housing Authority**

Download Report in Excel Print this report page

Program	Head Of Household Name	Head Of Household SSN	Tenant Rent($)		Charge($)	
			IMS Calculated	PHA Reported	Over	Under
Tenant Based Vouchers	SIMPSON A P	xxx-xx-3793	459	469	10	

* - Data Unavailable

Household Information for the selected HAs
CA003 -- 1 households -- 1 pages.
View Household Information on page [1]

Page 1 of 1

Figure 125: The Tenant Rent Calculation Discrepancy Report

- IMS Calculated Tenant Rent ($): the rent for the tenant calculated by IMS.
- PHA Reported Rent ($): the rent of the tenant reported by PHA.
- Over Charge ($): this column displays the dollar amount by which the PHA Reported rent is bigger than the IMS Calculated rent.

- Under Charge ($): this column displays the dollar amount by which the IMS-calculated rent is bigger than the PHA-reported rent.

The report provides the user with two options for further use of data. The user can download the report in form of Excel spreadsheet, or print the current report page by clicking the **Print this report page** button.