Special Attention:	Notice PIH 96-41 (HUD)
All Public Housing Agencies	Issued: June 9, 1996
and Indian Housing Authorities;	Expires: September 30, 1996
Public Housing Office Directors;	
Administrators, Offices	
of Native American Programs	Cross References:

Subject: Form HUD-50058 - Instructions for Reporting Certain Information --
January 26, 1996, Continuing Resolution Statutory Changes

1.   <u>Purpose</u>. This Notice provides new instructions for reporting certain Form HUD-50058 information due to recent statutory changes made by the January 26, 1996, continuing resolution. The following reporting instructions supersede the instructions for Form HUD-50058 Lines 9c, 13, 15c, 16b, 21e, 22k, 22j, 23e, and 24j contained in the *Form HUD-50058 & HUD-50058-FSS Information Packet*, dated July 1995. These new instructions are effective immediately, but continue only throughout Federal fiscal year 1996.

2.   <u>Background</u>. The January 26, 1996, continuing resolution: (1) eliminates the Federal preferences, (2) requires that assisted families pay a monthly "minimum rent" for fiscal year 1996. In addition, the continuing resolution allows housing agencies (HAs) to adopt other adjustments to earned income, in addition to those defined in Sec 3(b) of the 1937 Housing Act. The earned income adjustments apply to tenants of public and Indian rental housing, <u>but not to Section 8 tenants</u>.

3.   <u>Supplemental Information</u>. HUD issued separate instructions on implementing these statutory changes for the Public and Indian Housing programs in Notice PIH 96-6 (HA), and for the Section 8 rental assistance programs in Notice PIH 96-7, both dated February 13, 1996. HAs should refer to these Notices for supplemental information on these changes.

4.   <u>"Minimum Rent"</u>. The continuing resolution requires that an assisted family must pay a monthly "minimum rent" of not less than $25 for the remainder of fiscal year 1996. The law further provides HA discretion to increase the monthly "minimum rent" to up to a maximum of $50.

   a.   <u>Public Housing, Indian Rental, Turnkey III, Rental Certificate and Moderate Rehabilitation Programs</u>. In these programs the new "minimum rent" requirement means that the total tenant payment (TTP) must be at least $25. The HA may opt to set this minimum TTP amount anywhere from $25 to $50. Accordingly, TTP in these programs must now be the <u>highest</u> of:

   •   30 percent of adjusted monthly income

   •   10 percent of total monthly income

   •   welfare rent per month, if any

● $25 or a higher minimum amount (up to $50) set by the HA

To accommodate the new statutory requirement for a minimum TTP, the HA should report the higher of the welfare rent per month, if any, or the statutory minimum rent (i.e., $25 or higher amount up to $50 set by HA) for Line 13 of the Form HUD-50058, in field 29 of the 50058 Basic Record Format.

b.   Indian Mutual Help Program. The new statutory requirement for a "minimum rent" does not apply to the Indian mutual help program.

c.   Rental Voucher Program. In the rental voucher program the new statutory requirement for a "minimum rent" means that the minimum TTP must be the higher of:

● 10 percent of total monthly income, or

● $25 minimum rent or higher amount (up to $50) set by the HA

To accommodate the new statutory requirement for a minimum tenant payment of at least $25, the HA should report the higher of the two amounts above for Line 22j of the Form HUD-50058, in field 37 of the 50058 Section 8 Voucher Record Format.

5.   Definition of Adjusted Income. Under the continuing resolution, public and Indian housing agencies may permit the deduction of designated earned income from the determination of rent. This provision applies to the public and Indian rental housing only; it does not apply to the Section 8 programs.

To accommodate the new statutory permission to deduct earned income permitted by HAs, the amount of any deduction is to be reported for Line 9c of Form HUD-50058, in field 24 of the 50058 Basic Record Format.

6.   Error Analysis Reports. At this time, HUD does not plan to modify the Form HUD-50058 edit program as a result of the new instructions in this Notice. As a result, an HA following these instructions may receive an error analysis report showing error messages for Form HUD-50058 Lines 9c, 13, 15c, and 22j. Where the instructions in this Notice have been followed, HAs should ignore these error messages.

7.   Other Changes Implemented by Continuing Resolution. The January 26, 1996, continuing resolution also included several other statutory changes affecting public and Indian rental housing. These included: (1) voluntary establishment of ceiling rents and (2) the repeal of provisions regarding income disregards.

a.   Ceiling Rents. Line 16a of Form HUD-50058 and field 3 of the Public/Indian Rental/Turnkey III Record Format already cover the procedure for reporting ceiling rents and elaboration is not pertinent here. Note: This provision is applicable only to the public and Indian housing rental and Turnkey III programs.

b.   Repeal of Provisions Regarding Income Disregards. No HA reporting action is required.

8.   Authorizing Legislation Changes. These fiscal year 1996 statutory changes are also under consideration by the authorizing committees in both houses of Congress. Therefore, it is likely that some or all of these changes will be made permanent when new housing legislation is enacted. If any of these changes are made permanent, HUD will revise the Form HUD-50058 and the respective electronic submission record formats to accommodate these changes in a more systematic manner.

9.   Family Reporting Software (FRS). HUD is modifying the FRS to accommodate the continuing resolution "minimum rent" requirement and to correct certain errors within the software. Changes to the FRS include:

- Minimum Total Tenant Payment (MTTP) field added to the Income Information - Part II Screen

- Modification to the calculations performed in fields 16b, 21e, 22k, 23e, and 24j for inclusion of MTTP in current calculations.

- Social Security edit corrected to allow 3 zeros in the last three digits of the Social Security Number.

- Field 9b modified to allow yearly child care costs that are not reimbursed to be greater than the total annual income.

Housing Authorities that DO NOT have the FRS may request a free copy through the MTCS Hotline 1-800-366-6827.

Housing Authorities that have version 1.0 of the FRS may receive an upgrade to their software ONLY through the Public and Indian Housing Communications Bulletin Board Service (PIH BBS). Access to the PIH BBS is free to all HAs. Please reference Attachment 1, *Welcome to HUD's Public and Indian Housing Communications BBS!* access guide for information on how to get access to the PIH BBS. If you are unsure about your current access status, please call the PIH BBS Hotline at 1-800-492-6060. See also Attachment 2, Frequently Asked Questions About the Upgrade for the Family Reporting Software and for further assistance in accessing the BBS.

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Kevin Emanuel Marchman, Acting Assistant
Secretary for Public and Indian Housing

FREQUENTLY ASKED QUESTIONS
UPGRADE TO THE FAMILY REPORTING
SOFTWARE

Where do I get the Family Reporting Software (FRS) Version 1.1? FRS User's Guides ?

- Housing Authorities that already have the Family Reporting Software (FRS) version 1.0 may obtain a free UPGRADE to version 1.1 from the PIH Communications BBS. For information on getting access to the PIH Communications BBS, please refer to Attachment 1 of Notice PIH 96-   The FRS is provided, free of charge, to all HAs.

- Housing Authorities that do not have the FRS version 1.0 can get version 1.1 for Windows or for DOS by requesting it from the MTCS Hotline.

- FRS User's Guide and SprintMail Package are available through the MTCS Hotline.

Are there any preparations I must make before downloading the FRS to my PC .

- If you are going to UPGRADE your version of the FRS, there are no preparations to make before downloading from the PIH Communications BBS. Please download the correct upgrade file (Windows or DOS) to your existing FRS directory.

How do I get access to the PIH Communications Bulletin Board ?

- Attachment 1 to this Notice contains instructions for getting access to the PIH Communications BBS. Access to the PIH Communications BBS is free to all HAs.

When I get access to the Bulletin Board, how do I find the FRS ?

- FRS related files can be found on the Bulletin Board by following the instructions below. Assuming you have requested and received access to the PIH Communications BBS:

    1. Connect to SprintMail using the instructions provided in the "Welcome to HUD's Public and Indian Housing Communications BBS!", which is Attachment 1 to this Notice.

    2. After connecting to the PIH Communications BBS, Type "*C*" to continue and then "*L*" for the *Library of Files* menu; Press [*Enter*] key.

    3. Type "*P*" to select a file transfer protocol; Press [*Enter*] key.

    4. Type "*P*" again to select "*FTP for downloading*"; Press [*Enter*] key.

    5. Type "*C*" for "*CRC - Xmodem*"; Press [*Enter*] key.

    6. Type "*X*"; Press [*Enter*] key.

    7. Type "*X*" again; Press [*Enter*] key.

8.   Type "*F*" for files; Press [*Enter*] key **twice**.

9.   Type the letter of the file you wish to select from the list, and press the <*SPACEBAR*> to select it.

The two FRS update files that are made available through the PIH Communications BBS:

a.   *dosupdat.exe* - Upgrade to FRS 1.1 for users of FRS 1.0 for DOS.
        DOWNLOAD TIME: 2 HOURS   FILE SIZE: 2,538,700 bytes

b.   *winupdat.exe* - Upgrade to FRS 1.1 for users of FRS 1.0 for Windows.
        DOWNLOAD TIME: 1 HOUR AND 20 MINUTES   FILE SIZE: 1,476,324 bytes

10.   After selecting files with the <*SPACEBAR*> key, press the <*CTRL*> and "*T*" keys simultaneously.

11.   Type "*D*" to download the selected files to your hard drive. The file(s) will be downloaded to the path you specify. You may need to tell your communications software to receive the transmission at this point. Please refer to your users manual for your communications software for information on downloading files, or contact the PIH BBS Hotline at 1-800-366-6827.

12.   You will be notified when the download is complete. You may also choose the option to disconnect after the download is complete.

●   Assistance
    If you are in need of further assistance with navigation or access to the PIH Communications BBS, please contact the PIH Communications BBS HOTLINE: 1-800-492-6060

Which files do I need from the PIH Communications BBS, and to where should I download them?

●   I use DOS as my operating system, and...

    a.   I have a copy of FRS v1.0 for DOS installed on my PC ...

    You should download the "Update to the FRS for DOS" (dosupdat.exe) to your "FRSDOS" subdirectory.

    b.   I do not have FRS v1.0 for DOS installed on my PC ...

    You should call the MTCS Hotline to request your copy of FRS version 1.1 for DOS, User's Manual, and the SprintMail Package (if you plan to use SprintMail as your communications software for transmitting the HUD-50058 data.

●   I use Windows as my operating system, and...

a. I have a copy of FRS v1.0 for Windows installed on my PC ...

You should download the "Update to the FRS for Windows" (winupdate.exe) to your "HUDFRS" subdirectory.

b. I do not have FRS v1.0 for Windows installed on my PC ...

You should call the MTCS Hotline to request your copy of FRS version 1.1 for Windows, User's Manual, and the SprintMail Package (if you plan to use SprintMail as your communications software for transmitting the HUD-50058 data.

After I download the correct files from the PIH Communications BBS, what should I do with them?

● **DOS Users...**

UPGRADE to version 1.1 for DOS - This file (dosupdat.exe) should only be used if you have previously installed FRS version 1.0 for DOS on your PC.

1. Go to your "FRSDOS" subdirectory from a DOS prompt.
   INSTRUCTIONS BELOW ARE INTENDED FOR USE BY USERS UNFAMILIAR WITH MS-DOS.
   1a. At a DOS prompt, type "C:"
   1b. Press the [Enter] key
   1c. Type: cd frsdos
   If you get the message "Invalid Directory, you may not have FRS for DOS version 1.0 installed on your PC, and may not use the Upgrade for the FRS, OR you may have installed the original version of the FRS in another subdirectory, in which case you should locate the frsdos subdirectory before you continue with these instructions. Please contact the MTCS Hotline at 1-800-366-6827 to request a free copy of the FRS version 1.1 for DOS. Otherwise, please proceed to step 2.

2. When you are in the "frsdos" subdirectory, type: *dosupdat*; Press the [*Enter*] key.

3. Type: "*y*" for yes to overwrite HUDFRS.exe.

4. Repeat step 3 to overwrite F58PAGE1.dbf and F58PAGE2.dbf

8. Type: *update-d*; Press the [*Enter*] key.

Your Copy of the FRS is now ready for use. Please refer to the "Family Reporting Software for DOS - User's Manual" for instructions on the use of the FRS.

● **Windows users...**

UPGRADE to version 1.1 for Windows - This file (winupdat.exe) should only be used if you have previously installed FRS version 1.0 for Windows on your PC.

1.   Open "*File Manager*".

2.   Left click on the "*C:*" drive.
IF YOU HAVE DOWNLOADED THE "WINUPDAT.EXE" FILE TO YOUR
"HUDFRS" SUBDIRECTORY, PLEASE SKIP TO INSTRUCTION
NUMBER 3. OTHERWISE...

2a. Left click on "*File*" in the menu bar.
2b. Left click on "*Search*" in the pop down menu.
2c. Type "winupdat.exe".
2d. Make sure the "Start From:" is set to "C:\", then left click the "*OK*" button.
If you have downloaded correctly, the file should show up in a "Search
Results" window.

IF NO MATCHING FILES WERE FOUND, THE FILE MAY NOT HAVE
BEEN DOWNLOADED TO YOUR PC. DO A SEARCH ON YOUR OTHER
DRIVES TO ASCERTAIN WHETHER OR NOT THE FILE IS ON YOUR
PC, AND IF YOU STILL CAN NOT FIND THE FILE, PLEASE TRY THE
DOWNLOAD PROCEDURES AGAIN.

2e. Left click "*File*" from the menu bar.
2f. Left click "*Move*" from the drop down menu.
2g. If you originally installed the frs to the "c:\" drive type: *c:\hudfrs*
     Otherwise, you should determine the location path of the "hudfrs"
     subdirectory and type the correct path in the dialog box created by the
     "Move" command.
2h. Left click the "*OK*" button.
2i. Left click "*OK*" to update the Search Results window. The "winupdat.exe"
file should now be in your "HUDFRS" subdirectory. You may now close the
"Search Results" window.

3.   Find the "*HUDFRS*" subdirectory, and left click on it. The right side of your
file manager window will display the files within the HUDFRS subdirectory.

4.   In the right window of the File Manager, find the "*winupdat.exe*" file and
double left click on it.

5.   Type "y" for yes to overwrite the following files:
        HUDFRS.EXE
        HUD58FRS.ICO
        F58PAGE1.DBF
        F58PAGE2.DBF

6.   From the menu bar, choose "*Window*".

7.   From the drop down menu, choose "*Refresh*", by left clicking.

8.   Find the file named "*famupdtw.exe*", and double left click it.

9.   When you get the message, "Update is complete", press any key to continue.

Please refer to the "Family Reporting Software for Windows - User's Manual" for instructions on the use of the FRS.