

# **HQS Inspection of Newly Leased Units Report Guide**

**Public and Indian Housing Information Center (PIC)  
Form-50058 Module**

**12/7/2007 Release**



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## **1. Summary**

The *HQS Inspection of Newly Leased Units Report* is found in the submenu under the HQS tab in the Form-50058 Module reports sub-module. It contains a list of families leasing new units and 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).

This guide helps users to:

- Understand Form-50058 Module data fields
- Interpret and use the data contained in the report

## **2. Report Applications**

There are a variety of different uses for Form-50058 Module reports. This section highlights some of the important data fields in the report and describes the ways Form-50058 Module users can use the data contained in this report.

### **2.1 Uses for the Report**

Public housing agencies (PHA), HUD Headquarters and Field Offices may use the report to ensure HQS inspections are completed prior to the effective date of the HAP contract for newly leased units. Any inspections that are not completed prior to the HAP effective date are in violation of HUD regulations and steps must be taken to correct any management or administrative problems resulting in late inspections. This report can also be used to ensure compliance with Section Eight Management Assessment Program (SEMAP) regulations for Indicator 11, Pre-Contract Inspection (Tenant-Based Vouchers only).

### 3. User Selection Criteria

Users can specify different geographic subsets to display this report. Only families within the user-selected criteria will be included in the report.

#### 3.1 Program Type

Users can choose from the following program types:

- Tenant-Based Voucher:
  - Field 1c of the Form HUD-50058 equals “VO”, and
  - Section 12 of the form is filled
- Project-Based Certificates:
  - Field 1c of the Form HUD-50058 equals “CE”. and
  - Section 11 of the form is filled
- Project-Based Vouchers:
  - Field 1c of the Form HUD-50058 equals “VO”, and
  - Section 11 of the form is filled
- Combined Project-Based Certificates and Project-Based Vouchers:
  - Field 1c of the Form HUD-50058 equals “CE” or “VO”, and
  - Section 11 of the form is filled
- Homeownership Vouchers:
  - Field 1c of the Form HUD-50058 equals “VO”, and
  - Section 15 of the form is filled
- All Voucher Funded Assistance Vouchers:
  - Field 1c of the Form HUD-50058 equals “CE” or “VO”, and
  - Section 11, 12 or 15 of the form is filled
  - Note: All Voucher Funded Assistance includes Tenant-Based Vouchers, Project-Based Certificates, Project-Based Vouchers and Homeownership Vouchers
- S8 Moderate Rehabilitation
  - Field 1c of the Form HUD-50058 equals “MR”, and
  - Section 13 of the form is filled and 13b = “N” and 13c = “N”
- S8 Moderate Rehabilitation Single Room Occupancy:
  - Field 1c of the Form HUD-50058 equals “MR” or “SR”, and
  - Section 13 of the form is filled and 13b = “Y” or 13c = “Y”
- All Relevant Programs
  - All of the above types in a single report

### 3.2 Geographic Subset (Level of Information)

The report provides information at the Public Housing Agency (PHA) level as shown below. Users can select multiple PHAs by pressing and holding the control key and left-clicking on each desired PHA. The control key is only needed to select multiple PHAs. If multiple PHAs are selected, only one PHA will be displayed at a time. A selection box is displayed in the report heading allowing the user to display any of the selected PHAs.

- Public Housing Agency
  - ◇ Within a State
  - ◇ Within a State and County
  - ◇ Within a Field Office

### 3.3 Time Span Subset

The *HQS Inspection of Newly Leased Units Report* includes data from the most recently submitted Form HUD-50058 with effective dates through the “As of” date of the report (always the end of the month before the report was run).

## 4. Report Layout

The layout for the report is slightly different depending on the program type selected. The following report schema is displayed for the Tenant-Based Voucher and All Relevant Programs program types. If Moderate Rehabilitation or Moderate Rehabilitation SRO is selected, the Family Moving Indicator column is not displayed.

*This report should be printed in landscape mode.*

*The schema for the report is shown on the next page.*

# HQS Inspection of Newly Leased Units Report

As of April 30, 2006

Program Type: **Tenant-Based Vouchers**

Level of Information: **HA within the State**

HA Code – **XX999**

HA Name – **Housing Authority of XXX**



Download Report in Excel Print this report page

Select HA Code --

Select Page Set:

Click on for Ascending sort and on for Descending sort

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
XXXXX, XXXXX X	7	Y	XX/XX/XXXX	XX/XX/XXXX	PB
XXXXX, XXXXX X	4	Y	XX/XX/XXXX	XX/XX/XXXX	PA
XXXXX, XXXXX X	1	Y	XX/XX/XXXX	XX/XX/XXXX	PA
XXXXX, XXXXX X	7	Y	XX/XX/XXXX	XX/XX/XXXX	PB

Status	Totals
Passed After HAP Contract Effective Date (PA)	X,XXX
Passed On or Before HAP Contract Effective Date (PB)	X,XXX

## 5. Data Definitions/Business Rules

The data definitions/business rules give technical definitions for the fields on the *HQS Inspection of Newly Leased Units Report*. Business rules reflect program rules and calculations performed for each field. Lettered notation (e.g., line 2a) refers to the line number in the Form HUD-50058.

### 5.1 General Guidelines

**UNLESS OTHERWISE SPECIFIED, INCLUDE ONLY:**

- Families within the user-selected criteria (Program Type and Level of Information).
- Families where the Type of Action is:
  - New Admission (2a = 1)
  - Annual Reexamination (2a = 2)
  - Interim Reexamination (2a = 3)
  - Portability Move-in (2a = 4)
  - Other Change of Unit (2a = 7)

### 5.2 Data Definitions/Business Rules

#	Data Field	Data Definition/Business Rule
•	Head of Household Name	For 3h = H (Head of Household): <ul style="list-style-type: none"> <li>• Last Name (3b)</li> <li>• First Name (3c)</li> <li>• Middle Initial (3d)</li> </ul>
•	Type of Action	<u>EQUALS:</u> <ul style="list-style-type: none"> <li>• Type of action (2a)</li> </ul>
•	Family Moving Indicator	<u>EQUALS:</u> <ul style="list-style-type: none"> <li>• “Y”</li> </ul> <p style="margin-left: 20px;">WHERE</p> <ul style="list-style-type: none"> <li>• “Is family now moving to this unit?” equals “Y” (For Tenant-Based Vouchers 12b = Y; for Project-Based Certificates and Project-Based Vouchers 11b = Y; for Homeownership Vouchers 15a = Y)</li> </ul> <p><i>Note: This column is not displayed for Moderate Rehabilitation program types.</i></p>
•	Effective Date of HAP Contract	<u>EQUALS:</u> <ul style="list-style-type: none"> <li>• The effective date of the action (2b)</li> </ul>
•	Date Unit Passed Pre-Contract Inspection	<u>EQUALS:</u> <ul style="list-style-type: none"> <li>• Date unit last passed HQS inspection (5h)</li> </ul>



#	Data Field	Data Definition/Business Rule
<ul style="list-style-type: none"> <li>• Pre-Contract HQS Inspection Status</li> </ul>		<p><u>EQUALS:</u></p> <ul style="list-style-type: none"> <li>• "PA" WHERE                             <ul style="list-style-type: none"> <li>• The effective date of the HAP contract is earlier than the date the unit last passed HQS inspection (2b &lt; 5h) <i>Note: This is displayed in red and bold.</i></li> </ul> </li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• "PB" WHERE                             <ul style="list-style-type: none"> <li>• The effective date of the HAP contract is equal to or later than the date the unit last passed HQS inspection (2b &gt; 5h)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Total – Passed After HAP Contract Effective Date (PA)</li> </ul>		<p><u>EQUALS:</u></p> <ul style="list-style-type: none"> <li>• Count of records WHERE                             <ul style="list-style-type: none"> <li>• The effective date of the HAP contract is earlier than the date the unit last passed HQS inspection (2b &lt; 5h) <i>Note: This is displayed in red and bold.</i></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Total – Passed Before HAP Contract Effective Date (PB)</li> </ul>		<p><u>EQUALS:</u></p> <ul style="list-style-type: none"> <li>• Count of records WHERE                             <ul style="list-style-type: none"> <li>• The effective date of the HAP contract is later than the date the unit last passed HQS inspection (2b &gt; 5h)</li> </ul> </li> </ul>