



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Memorandum For: Public Housing Agencies

From: Financial Management Division (FMD), Real Estate Assessment Center

Subject: Pre-populated Data for the HUD-52723

In accordance with Notice PIH 2011-16, Public Housing Operating Subsidy Calculations for Calendar Year 2011, the Department is pre-populating data from the Inventory Management System/PIH Information Center (IMS/PIC) in HUD-52723 Excel tool for unit months categorization (e.g., occupied status, vacant under modernization, etc.). This memorandum, in conjunction with the corresponding spreadsheet, provides information on the IMS/PIC Unit Status report extracted for the reporting period of July 1, 2009 through June 30, 2010 which also includes a comparison to the unit statuses submitted in CY 2010 HUD-52723s.

This data is provided in advance of Public Housing Agencies (PHAs) receiving their pre-populated Calendar Year (CY) HUD-52723 Excel Tools. The data provided is for informational purposes to enable PHAs to begin their review of internal data to compare with what is being provided. At this time there is no need to respond to the data or make edits. When the CY HUD-52723 Excel Tool is deployed, PHAs will have an opportunity to edit the pre-populated unit data in order to address inaccuracies. Please do not call the REAC Technical Assistance Center regarding this data as they will be unable to assist you.

The IMS/PIC data presented in the report will be used in populating the HUD-52723 for CY 2011. As noted above, the report provides a comparison of the unit months as captured in IMS/PIC and the PHA's 2010 HUD-52723 reported unit months categorization as basis for reviewing unit months categorization. The two data sources should be similar. There are cases however, where variances exist between the data sources. PHAs with variances exceeding three percent (3%) are encouraged to research why the variances might exist. Those developments with variances exceeding three percent (3%) have been highlighted in red in the spreadsheet.

PHAs with variances exceeding three percent (3%) will have the HUD-52723 pre-populated using their CY 2010 unit months data. Where a variance exceeds three percent (3%), PHAs should provide supporting data when opting to edit the pre-populated data in the HUD-52723.

PHAs should be aware of the following information regarding the data from IMS/PIC:

- a) The difference that is displayed in the spreadsheet assumes the status of units on the first day of the month. When calculating actual subsidy eligibility, PHAs will have the option

to use first or last of the month data in determining a unit's status. A PHA, however, is expected to consistently use one or the other for the duration of the reporting period.

- b) Alternative Formula MTW agencies should review their data but are reminded that they must only submit one HUD-52723 to cover their entire portfolio.
- c) The Department has intentionally excluded 'Demo-Dispo Approved' units that could be eligible for an Asset Repositioning Fee. PHAs that had units in approved Demo-Dispo applications during the reporting period should carefully review the information. This will most often account for differences in total unit counts.

Given that some unit categories may differ in IMS/PIC from the way they are displayed on the form HUD-52723, Appendix I (attached) provides a crosswalk from the system categories to the form line items.

- d) The 2011 HUD-52723 pre-populated unit month categories data will only be populated for those unit categories shown in the report. Some categories such as new units, vacant due to market conditions, and units eligible for asset repositioning are excluded and will be entered by the PHA.

With your cooperation, the Department will continue to refine this process to streamline and improve funding eligibility processing by making better use of HUD's automated systems.

Crosswalk of PIC categories and HUD-52723 as captured on Spreadsheet

Status Codes in PIC do not exactly correlate with those on the HUD-52723. The following outlines the status code in PIC and the corresponding HUD-52723 Line Item

PIC Status Code	Corresponding HUD-52723 Line Item
Occupied Assisted Tenant	1
Occupied - Employee	2
Occupied - Police Officer	2
Occupied - Non-Assisted Tenant Over Income	13
Vacant HUD Approved - Undergoing Modernization	5
Non-Dwelling - Special Use: Anti-Drug/Crime	6
Non-Dwelling - Special Use: Other Resident Activities	6
Non-Dwelling - Special Use: Self-Sufficiency Activities	6
Non-Dwelling - MTW Neighborhood Services	6
Vacant HUD Approved - Court Litigation	7
Vacant HUD Approved - Natural Disaster	8
Vacant HUD Approved - Casualty Loss	9
Vacant HUD Approved - Changing Market Conditions	10
Vacant HUD Approved - Vacant Demo/Dispo Approved	11
Vacant	11
Non-Dwelling Unauthorized	N/A
Non-Dwelling Administrative Uses	11
Non-Dwelling Resident Amenities	13