

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)

Prepared by:

Quality SoftwareServices, Inc





Shiva Information Technology Services



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1.0 FORM 50058



1.0 FORM 50058

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.

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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.



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Figure 2: The Delinquency Report

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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).



1.0 Form 50058

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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.



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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.



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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.

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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 Typd**ist, 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).



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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 and County**, or **Within a Field Office**. After the user selects the desired option, they must click **Select** (see Figure 11).

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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.

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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.

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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.

Fanily 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).



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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).

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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.

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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.

		Key Manage	ament Indicators(KMI) (August 31, 2009)	
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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).

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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.

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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.

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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.

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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):

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The Charl In Assor	el si dest							
			1	1 of 1				

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):

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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):

			Ke	y Managen As of J	nent Indica August 31, 20	ators(KMI)				
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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.

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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.

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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.

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Community :	Service						
National	Total Number of Individuals in Public Housing(+)	Total Number of Individuals Exempt from Community Service Reg.(*)	Total Number of Individuals Required to Perform Community Service (*)	Percent of Individuals Meeting Community Service Reg.(%)	Percent of Not M Communi Reg	Individuals lecting ty Service .(%)	Percent of Individuals for whom Meeting of Community Service Req. is Pending(%)
U5	1,923,755	1,670,514	212,000) X	1	30	35
Ne Orati	to Commonly Seister		1 - 1 of 1				

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):

			Key I	Management In As of Append	ndicators(KMI) 31, 2009	1		
Program type:	Public Housing						: 🖴 Fà	
I fullers	a or National II	5					Burther Ma	ere for they at
FT-I: s- Date-	Included May 01	1, 2008 Januarya	August 31, 2005					
NOTE Dealers	lages is easy are	e mey not later	100 percent due las	menting				
Pamil es Discre	parcies PSS	7 YCunnes	Accessibility Homeo	anership Community)	Protestion "E vouche	is 9-18 Certificates		
1	- opener -	ogranitaj is kom		APPART				
Families wit	Prorated Sub	isidy		article				
Families with	Number of Mi	usidy and Families	total Number of	Percent of Lamiles with 3	Parcent of Lamilas with 2	Percent of Lamilies with 3	Peo ent of Lamilies with 4	Percent of Lamins with 51
Families with National	Number of Mi	isidy xed Familics Parcent	total Number of Indigible Lamily Members(4)	Pen ent of Lamilies with 1 Ineligible Neuther (S)	Parcent of Lamiles with 2 Ineligible Members(%)	Percent of Lamilies with 3 Ineligible Members(%)	Peopent of Lemins with 4 Ineligible Members(%)	Percent of Lemins with 51 Insights Members(%)
Families with National	Number of Mi Count 10,2%	statis takan Isldy xed Familics Percent	Total Number of Indigible Lamiy Members(4) 15,019	Percent of Lemins with 1 Ineligible Member (S) 83	Percent of Lamins with 2 Ineligitie Members(%) 24	Percent of Lamins with 3 Ineligible Members(%)	Percent of Lamins with 4 Ineligible Members(%)	Percent of Lamilies with 51 Ineligible Members(%)

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):

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ere of lifematic	o National US				Contractor From	PROPERTY	New House House
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				-			
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Families Discorper	ister Spoul Programs A Sent Accession	Its Loneconembin	Community Process Service	98 Vouchers & Pf & Enhanced V	Gerifficative Guidean		
Tamilies Discrepan	rine Special Programs Julius Arrendo Special Programs A Sent Arrendo Vouchers, Project-Based Certific	Its Lonetwoerbin	Community Prease Service	PB Vourbert & PD 6. Enhanced V	Dertification labelliern		
Tambes Discover Project-Based National	Vereiners, Project-Based Certific Total Number of Voucher	Its Lonetweether ares and Enhance Lotal Number of Vendo	Community Service Red Vouchers (Project Dased es(*)	PR Voorhert & PR & Enhancet V Lottel Nomfeer of Oettifica	Certificative biodiens Project: Hessed tex(+)	Total	Number of Enhanced
Tamtiks Discovers Project-Based National	Veuehers, Project-Eased Certifie Total Number of Voucher Assisted Units (ACC Units)(*)	In Lonetenerble ares and Enhane Lotal Number of Vende Count	Community Service Red Vouchors (Project Dissed en(A) Percent	R Vauchen & P & Enfanced V Fot-of Namber of Centifica Count	Certificative Vacions Project Hased Len(+) Percent	Total I	Number of Enhanced Vouchers(*)

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 projectbased 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 projectbased 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-ExcelTM 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.

RCR Rent Calc HQS SEMAP New Adm Rent & Income
Delinquency Reexam Decon KMI EOP Mob & Port Rel. Averages
EOP Query
End Of Participation Report
Select Program Type: Public Housing
Select Level of Information:
National
State
Field Office
Metropolitan Area
County
City or Locality
Public Housing Agency
Project
Congressional District

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 Typd**ist. 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

Families Ending Participation Report As of August 31, 2009		125-6211	202.01
Program type : Public Housing	22		a
Level of Information : National US	Derra catilla Essa.	Retta Page	Vier Date Report
Effective Datas behalad: September 01, 2008 brough August 31, 2009			
Unit noone TTP TaleTheody Mens-Labor Labor (1932) House th			
National Number of Lnd of Participations, Last 12 months (Percent of Lnd of Participations, Last 12 months (%).			
15 145,024 15			

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.

Families Ending Participation Report			
As of August 31, 2009			
Program type : Public Housing	55		a
Level of Information : National US	Derra cad la Esca.	Setur Page	Vier Date Report
Effective Dates beended: September 01, 2008 brough August 31, 2009			
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National Number of Last of Datasentians, Last 42 months, Baseast of Last Statistications, Last 12 months (%).			
15 145 04 15			



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.

90.0 960.000 CX	Families Ending Particip As of August 31,	pation Report 2009	Testation trates
Frogram type : Public Housing		22	a 🚔 🔤
Level of Information : National US		Derstaat is Exe	Ada Pape - Mer Zaue Report
Effective Datas (seludia) September 01, 2008 (no	ugh August 31, 2009		
	nty MemoriAce (Long) (1850) -	House rol:	
Distribution by Last Reported Income, Average Annual (*)		
National Extremely Low Income, Below 30% of Media	Very Low Income, 50% of Median	Low Income, 80% of Median Above Lo	w Income Income Limit Unovaliable
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S			
Distribution by Last Reported Income (%)			
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Pie Chart for Distribution by Locome			
Distribution by Last Reported Source of Income (%)			
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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 Typd**ist, and select the geographic subset in the **Select Level of Information** area (see Figure 40).

RCR Rent Calc HQS SEMAP New Adm Rent & Income Delinquency Reexam Decon KMI EOP Mob & Port Budget
RCR Query
Resident Characteristics Report
Select Program Type: Public Housing
Select Level of Information:
National
State
Field Office
Metropolitan Area
County
City or Locality
Public Housing Agency
Project
Congressional District

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.





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).

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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).

	Resident Characteri.	stics Report		
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Program type : Public Housing			S\$ 🚍	là
Level of Information : National US		Develop	d a Ente. Reta Pag	 Mer Date Report
Effective Datas Includeal, May 01, 2008 (trough)	August 31, 2009			
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3				
Pie Chart for Distribution of TTP				
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National Average Monthly LTP				
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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).

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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).

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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 households.
- 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).

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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**.

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O Within a State	and County					
Within a Field	Office					
Select						

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.



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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):

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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.

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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):



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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).



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2	Guality control s reaconacionesa	nowed that H method as h	A to lowe no rent equired for:			At least	90% of units samp	led	
Indic	ator 3: Determin	ation of Adj	justed bucane					20	20
	Quality control of contextly vertice	ample that cl and determine	diubled income to ned for:			At least	90% of files sampl	led	
Indica	tor 4: Utility Alley	zance Sche	odule					5	6
and a	The HIA montain accordance with 2	is an up to s 4 G R 992.1	ate ut Hy clowance s 217	chedule in			Yes		
Indica	tor 5: HQ5 Qualit	y Control In	opections					1050	5
1000000	PITA supervisor re of ITGS inspection and 24 CFR 900.2	inspected so io in accordo	emble white for guality incel with 24 GLA 982	Control (401(b)			Yes		
Indica	ton 6: HQ5 Enlow	ement						1.0	10:
1011010	Quality control on th corrected in accord	lande Warn 2	nows that all deficient SFCFR 952,404	cieb wore		At least 50	% of cases sample	24	
Indica	for (: Expanding metropolitan FI	Housing Op IRs)	pportunities (only ha	r PILAs				12	5
131	HIA has written of owners outpute of	o icy to enco	ourage participation of the the concentration	20025			Yes		
ipi	HIA look action in encourage particle minerity concentra	n accordance sation of own at on areas.	e with written policy to ons outside of poverty	o.			Yes		
ic)	HIA has maps to concertifation inclusions on schools and some	show areas using informa- tes to use in	outs de or peverty en ation on jeb eppertun porting voucher hele	t minanty lias, era,			Yes		
(d)	HINS mormation or properties or bry units outside of po	packet not. gan zationali worty or mini	des ellist ellewhere lo help voucher no der enty concentration av	rs find cap			Yes		
10)	HIA's mormation perfacility and nel PLA mormation.	packet nol. Lidos reighb	des explanation of ouring			2	Yes		
đ	Hill/s analyzed wi expenses of the peverty or minerty appropriateness of any part of its uns	helher vouch ultes miding ricencentration rickcoption p sciption.	or holders have housing subside area of and has considers advinent standards in	s of d			Yes		

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).

		SEMAP	Indicators	Report			
Holisoy Adhaidy Holisoy Adhaidy FMP To st Pouse To st Pous for Pouse Score	MD003 March 31 145 145 1009				Dowroad a Exc. 1	na ny Sana	nare accord
Corro	at SEWAP Indicator Inform	ndion		Most Be	cout SEMAP Indi	ester Information	N:
Indicators 1-f: Indicator Indicator Indicator Indicator Indicator Indicator Indicator	ator & Indicator S: Manual Recxaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Procontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self- Sufficiency Enrollment	indicator 15: Deconcentration Donus
				1	IIA Rosponse	Possible	ator Prints Actual
Indicator 8: Payment Sta Ind PTA has acoust the volumer protram HTP, junct chemistry partiel en TVR pro- ounder opplied of the cu- percent to approved	indards edicurrent poyntent standards i by unt blae for bach i MR or i, it opplicable for bach HLM of which do not opplicable HLMs WR pho which are not leas of ment I MRsunlose a lotter by HLMs	nor eaur tha las gratad of tha an			Yes		5
Fair Market Rents							
EMR Area	V Lledn	oom 10	lectroom	2 Dedreams	3 Dedream:	s 4Da	drooms
Wash An Alex DOVAMO	1002	10	л	1250	1647	2%	(
Payment Standards							
I MR Area	0 Uedr	com 1 L	ledroom	2 Decrooms	3 Decreom:	s 4 ()o	drooms
Wash Art Alex COVAVD	302	10	IV	1199	1402	1941	l.

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.



			SE	MAP	Indic	ators	Report			
	1			As o	of Marc	h 31, 20	08			
Housing Authority:	M	10000								
ficulting Authority int		arch 31						\$3	📇 lā	
Total Points:		10					3	involvad in Forel	Strifage Vewl	intre Beson
Total Postinic Putrix.		-0-								
5001C:	1	10 a				-	1100100			
	Current SLMA	P Indicator Info	nnadon				Mast Rei	cont SLWAP Indi	cator informatio	n l
Indicators 1 7: Indicator detaila	Indicator 8: Payment Stender de	Indicatio 9: Annual Reexamination	Lindicate Connect T Rec Galade	ar 15 Ferrent d dions	hodicad Precoo HO boqueo	te 11: Nord 5 Jions	Indicator 12: Annual HQS Tospections	Indicater 13: Leave Up	Indicator 14: Camily Self Sufficiency Focollasor	Indicator 15 Deconcentration Panas
Reporting Rule us of	March 31, 200	10								
Program Type	VMS Leas	Units A	s of MMVYY	Port Outs	Port ins	Numbe (d)	of 200585 Require	d Number of 50 (*)	0505 Reported	Reporting Rate (%)
Al Vouchoril unded Asticlance	505	0		12	IV.	619		105		ər
Mote: 1 of tradelities will receive zero points	s for these four:	o mangane inin ndicatore	30101610 Ho	domog Ha	192 GF 20	0357 991	Dieblit by the High	а Панронна	ndix	ator Points
										Actual
Indicator 9: Annual 1	Reexamination	114							10	Actual 10
Indicator 9: Annual I Tre THA come Family a less	Reexamination leter a restant every 12 month	na Fractus for escri p -	enti iza ing					Yese	10	Actual 10
Indicator 9: Annual Ten FHA come family a new Percent of Lam Les wi Percentage incudes a Percentages shown as	Reexamination Integrationation Integration 12 months Integrationation (Integrationation red and bold red	na ination for each y * Is overdue (%) Is more than 2 m sult in reduced 3	enti ica ang Iomins overdu ILMAP score	e. SLMAN S.J	Piscores	: Under (We this points; Sive	Yes 1998 = 5 points;	10 greater than 103	Actived 10 5 T 0 points. 1
Indicator St Annual The THA cond Facily a rese Percent of Lambes wi Percentage includes a Percentages shown as Number of Facilies in	Reexamination (Flec a recard every 12 months in recommentation (Free and bold re Council Database	na inano: for each y " Is overdue (%) Is more than 2 m sult in reduced 3 M	enti ica og Ionaks ekendu ILMAP seare	e, SLMAV SJ	Piscores	: Under	At the points; SA	Yes 19% = 5 points; seminations	10 greater than 103	Actived 10 5 – O points, 1
Indicator 9: Annual The THA come family a lease Percent of Lamilies wit Percentage includes a Percentages shown as Number of Families in \$25	Reexamination detect a needant servy 12 months th recommention in recomment or rect and bold re Current Flatabas	na inando for exercij * to overdue (15) to overe then 2 m sult in reduced 3 ex	nati isa ag Ionaks ofondu ILMAN sooro	e, SLMAN S.J	P scores	: Under (.% = 10 ponts; 5% Somber of Late Dee L	Yes 15% = 5 points; saminations	10 groater than 109	Actived 10 5 T O points, 1
Indicator 9: Annual Tre THA come family a rese Percent of Lamiles with Percentage incudes a Percentages shown as Number of Families in 575	Reexamination I-fec a reaction every 12 months in recomment or if recomment or rect and bold re Connect Database comment Database	na France for each y * ts reventue (%) ts more than 2 m suit in reduced 3 or or cardue:	nati isa ug nomits okondu SLIMVA ⁿ solara	e, SLMAY IS.J	₽ scores	: Under (As the points; SAs Souther of Late Gase	Yes 19% = 5 points; seminations	10 greater than 103	Actived 10 5 T O points. 1
Indicator 9: Annual Trie THA come family a less Percent of Lem Les will Percentage incudes a Percentages shown as Number of Families in 505 IA Families with rees Lass came, First name	Reexamination d-fec a reacan- every 12 months in recomment or directometation red and bold re Connect Database comment Database comment Database (Middle furnish	na inano: for each p * ts overdue (%) ts more than 2 m suit in reduced 2 or or condue: Da	enti ica ug Iomis ekondu SLIMVP sooro	e. SLMA s.)	P scores	: Under i	At the points; SA Souther of Late Free J	Yes 19% = 5 points; confinations the since Lass Au	10 greater than 103 must Examination	Actived 10 5 – O points. 1
Indicator 9: Annual The THA come family a new Percent of Lom Les will Percentage incudes a Percentages shown as Number of Families in 555 Inf Families with rees Les come, First name Hamiles, Subhi R	Reexamination detects reacted every 12 months in recommentation direction and bold re- connect Database comment Database commentions ov , Widdle Initial	na Franko: For exercing * ts overdue (1%) ts intere than 2 m suit in reduced 5 or endue: for for	enti ica ug Iorretis exendu SLIMAP secon An of live anon 23/2017	e. SLMA s.)	P scores	: Under	At the points; SA Souther of Late Free L Normber of Mar 16	Yes 19% = 5 points; confinations the since Last Au	10 greater than 103	Actived 10 5 – O poents. 1
Indicator 9: Annual The FHA come family a new Percent of Lamil es will Percentage includes Percentages shown as Number of Families in 555 IA Families with rees ascience, First name Hamilay Status B 14.4 S	Reexamination defects reacted every 12 months of recommentation rectand bold re Connect Database commentions by , Widdle Initial	na insidu: for each y * ts overdue (1%) ts those than 2 m south in reduced 2 or cerdue: 11/ 29/	enti isaturg terretis depretu SLIMAP soord SLIMAP soord SLIMAP soord SLIMAP soord SLIMAP soord	e. SLMA S.J	P scores	: Under	At the points; SA Souther of Late Flow I Normber of Mar 16 15	Yes 19% = 5 points; confinations the since Last Au	10 greater than 103 rmsl Examination	Actived 10 5 – 0 points. 1
Indicator 9: Annual The FHA come family a test Percent of tamil of will Percentage includes a Percentages shown as Number of Families in 575 I A come, Find name Hentiay, S.J. In R I AL & S State F C	Reexamination defects reacted every 12 months of recommentation rect and bold re Connect Database commentions ov Middle Initial	na insidu: for each y * ts cverdue (%) ts trong than 2 m suit in reduced 0 or cerdue: fordue: 11/ 29. 30.	enti ica org entitis eventu sultive score sultive score caracta caracta chica s chica s chica s	e. SLMA S.J	P scores	: Under i	At the points; SA Souther of Late Flow I Normber of Mar 16 15	Yes 10% = 5 points; sommeticans the since Last. An	10 gecator than 103 mod Essanération	Actived 10 5 – 0 points. 1

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).



				SEMAP	India of Mar	cators sch 31, 2	Report			
Housing Automity: Housing Automity I Y Total Points: Total Possible Points Score:	712: \$1	M0005 March 31 145 145 1605		81250				Developed in Excel		rt a Revor
	Current SLM	AP Indicator I	niomado	m			Most Re	tent SLNAP Ind	cator informatio	nj
Indicators 1 7: Indicator details	Indicator 8: Payment Standarda	Indicator Annar Reexamina	n: Ca diona C	eficator 10: orect Teroent Rent Subsidione	Indica Preco H Inspe	ator 11: antiaect IQS ections	Indicator 12: Annual BQ5 Inspectione	Indicator 13: Lease Bp	Indicator 14: Family Self Sufficiency Finalment	Indicator 15: Deconcentration Bonus
Reporting Rule as	of March 31, 2	909		_	1					
Program Type	Le	ased	As of M	MYY Port Outs	s Fort in	ns Mannee	e di sucses Regun	sa inumber or sa (*)	COSOS Reponde	Keporting Rate (%)
All Voucher Hunded Assistance	EU.		0	12	IV	619		108		er.
Indicator 16: Corre	ed <mark>Temont</mark> Rec	rt Calculations	i.,				P	-А Пи-ролон	India Presetter S	ator Points Actual
The FHA con certify all and conther programs and her and hers, on conthers, or conthers, for	ectly calculated I the factily real son (Al south- logants are in get-based be network-hip v	stenant en in ternaner in the officies Inded tenanet Tostes projec note e)	стерница) - rental a-est -ta-est					Yни		
Percent of Families wit (SFMAP access zero) inconect as infrated	th incursed cen prints when no by percentages	, calculation (N an than 2 perce colorer in red a	d) extructions b excel Societ ()	Hansing Anthon	ly's Geo	ant cent ca	alculations are			0
Number of Lamities in	Current Databa	ise					Number of Rent De	screpancies		
317							2			
] Fumilies with inc	med rent cale	adation[d):								

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).



				Ş	EMAP	mana	ators	Report			
Hon-ing Anton ty Hon-ing Anton ty S Tota Puinta Tota Pua-inta Puin Sen -	FYF Ix	M000 Mand 145 145 160%	13 h 31		AS	ortetar	en a1, 20	Not Re	over laus in Excel	in trap. Distance	nt e Reps . 11
Indicators 1-/; Indicator details	Indicator Faymon Standard	U: (L S Rei	indicator V: Annual examination	indica Correct IS Calcul	tor 10: Lenant nt ations	Indica Preci II Inspe	stor 11: ontract. OS •cdons	Indicator 12: Annual IIQS Inspections	indicator 13: Lease-Up	Indicator 14: Family Self- Sufficiency Enrollment	Indicator 15 Deconcentration Denus
Reporting Rate as	s of March 31	, 2009					2000				
Родат Турн	ļ	VME Hei Leoned	ite As	e of MMOOP	Puri-Out	a Pud-h	re Number (P)	о о 50068и Кисран	d Nomber of 5 (A)	3058+ Reported	Reporting Rate (%)
Al Vonder Funder Assistance	d.	507	2		12	18	600		585		37
Indicator 11: Pre-	contract IIQ	S Inspect	dans					P	&-Response	hick Possible	ator Pointa Actual
bolore the p loade and II	ecornine dele LAP contract.	of the as	spisted						Yes		
Present of units the (SEMAP access of of the base-HAP a	at did pasa Hi eco pointa wie er indicated by	08 інэрні ал'яхні і грасаліз	ction before th han 08 percea ages as ahow	te beginning ut of newty an jursed aus	g date of t leased on t hold)	ін разнін На разнін	ted leave the HQS	and HAP contract (inspection before th	N) + beginning		09

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).



				S	ЕИАР	inal of Mai	Cators	Report			
Hon-ing Americky Hon-ing Americky FYF Total Points Total Pos-iola Points Soma		MD063 Manch 31 145 145 1665			~				warkaca react	 G	rl e Pazza
Ga	read SFM	A <mark>P Indicator I</mark>	nken	nticat				Most Re-	ant SEMAP Indi	color Informatio	
Indicators 1-7: Ind Indicator Pa details Sta	icator 0: syment indards	indicator Annual Reexamina	Y: dlons	Indica Correct Ro Calcul	tor 10: Tenant ent ations	Indic Prec I Insp	ator 11: ontract IQS octions	Indicator 12 Annual IIQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self- Sufficiency Enrollment	Indicator 15: Deconcentration Denus
Reporting Rate as of N	arch 31, 20	109				99	22		45		n. (
Роцина Турн	2014 140	S, Units med	Ая	ENMANY	Puri-Out	Post	ne <mark>Nande</mark> (2)	г оf 50058н Пертін	 Number of 50 (#) 	058s Reported	Reporting Rate (%)
Al Monther Finded Assistance	503		0		12	18	620		583		37
Indicator 12: Annual III The HIV inspects at least chrucity	25 Inspect cach un t	dons under contract						۲	A Keoponde Yes	ndie Possible IV	aka Pointa Actual 10
Percent of units under co (Percentage includes all) Percentages shown as re	ntract when IGS Inspe- d and bold	e annual HQS ctions more the result in reduc	insper an 2 m red SL	ction is ov ionths ove MAP see	ordue (15) indue, SL/ ros.)	WP st	ores; Und	er 5% = 10 points; 5	66 - 10% = 5 pan	ts; greater than 1	0% = 0 points. 2
Number of Families in Oa 515	ment Flata:	ачн						Number of () 8	Ce Inspectione		
- Families with annual	HQS Insp	ections overs	lue:								
Гласпати, Болспати, А	licit e hitis	1		Date of la	e HQS h	-perio	1	Number of Ma	atha sinte Laat H	OS lospection	
And-ixto C P				10/19/202	7			17			
Hanicay Suble R				10/09/200	7			17			
Lak-S				10/21/202	7			47			
Store F.G			1	11/07/200	7			16			

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).

			SEMAP	Indicators	Report			
Housing Autority Housing Autority 5 Total Points Total Possible Point Sours	FYF Ix	MD003 March 31 145 145 100%	15.			Cowrites in Excel	🔒 🔤	ni e Revet
	Current SEM	IAP Indicator Inform	ution	1	Most R	econd SPMAP Ind	icetor Informatio	16
Indicators 1-/; Indicator details	Indicator 0: Payment Standards	Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual IIQS Inspections	Indicator 12: Lease-Up	Indicator 14: Family Set- Suttletency Enrollment	Indicator 15: Deconcentration Donus
					P	A Kespanse	Hossible	ator Pointa Actual
Indicator 14: Fam (a) FIIA has or filed at less	illy Self-Sufficie noties families a t 50% of the ma	ency Enrollment is required, (PLA indefory slots.)				Yes	IV.	10
 (b) PHA has m measured b families with (At least 20 reports have 	ade progress in y the percent of progress report is of LOS familie positive operation	curporting 1 SS as currently chrolied 1 St s and eacrew account is with progress (balances.)	G C			Yes		
Indicator 14 is appl	cable only to P	As with mandplory I	GG programs, GLI.	A/P occres:				
Linoled			Lscrow	Dalance			Points	
80% or more			20% er r	mare			10	
0015 /915			20% or r	mare			1	
50% or more			Less tha	1.02%				
Leos than 65%			2005 or r	nore			14	

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.

			SEMAP	Indicators	Report			
ousing Authority: ousing Authority I otal Homa: otal Hossible Hom Sector	Yu ai	ND003 Narch 31 145 145				Download in Ports	Patri Para di	The Report
					Most Re	cent SLMAP Ind	icator Informatio	n:
2	Current SLH	AF Indicator Inform	ation	j.				
luctications 1.7: budication distuïtis	Indicator 2: Payment Standards	Indicator 3: Armood Reecominations	ladicator 10: Cornect Tenant Rect Calculations	Indiantar 11: Precontract HQS Impections	Indicator 12: Annual HQS Impactions	Indicator 13: Tense Up	Indicator 14: Family Self Sufficiency FreeIlment	Indiastor 15: Deconcertation Room
						HA Response	Possible	color Points Autost
Indicator 15: Deca and only for PHé	ancentration Br s with jurisdicti	anus Indicutor (optio an in metropolitum	anel FMR er ene)				5	ñ
THA school	ed deconcence	tion cars with his ca	dika o		61	Үнэ		
Mote: Only the use	ngaladad upaken in	He PHAL SEMARIC	Magination and the s	independent landere				
Verspollar Asa	ame(+) Frede	eick. Maryland						
 A FY was provide a construction of a construction of a construction. Take of the construction of a construction of a construction. Percent of a construction of a construction of a construction of a construction of a construction. 	n ise on no pre- rene hart is har rane i pre-ony et HA met or ten ne 8 an ites with pel operang ar- el Second 8 and ten ar a ten bar et en of the basite more?	by Census Level - A twith a process rate of twith a process rate of twith a process rate of twith a most of the a set the end of the a the HA's arrived of A FY (the a civited	no For Haring Jirain HA ding in Haring Haring Igi for bij		_	Уне		
7) a Fernent of a locy posedy - a EV	el Section 3 fam ensus naciad	les with children re- ning the ast courds	içing n Ma					
 Number of 3 nor possibly FY Number of 3 during the 1 Number of 3 move the in Table years a track years 	Section & Gambe Contracts Date and Section & Gambe as a completed of Section & Gambe March of Society And the Gridge Dy	- with children who ning the last concil- - with children who A FY - with children who strates the last strates the last Insect and - happed that has	ovecho ne: HA ovecho nvecho - HA - a?		_	Nie		
 a Tercect of a or two power and consider to Number of a reced to for PYs. b Number of a 	d Section 5 fam dy cersors and a des HA FY Section 3 famble w possiby cerso Section 5 famble	her with children the a the rule of the sec s with children would s be children would s with children would	l pe-ided cond foi otxed foi -t teo concol-ted otxed foi					
during the L d - Densen of J moved to by completed (x ine d x lease	ex into on per- di Secono noseo or posedy rensi HA PYx (ine ord into percentage	al Fonder with clober a teach mail be last baded by fine () proces by teach ac for	- 60 19: - 9 ⁵			No		



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.

RCF	Rent	Calc +		MAP Nev	v Adm Rent	ent & Income
Delinquency	Reexam	Decon	∫ KMI	EOP	Mob & Port	Rel. Averages
	SEMAP		- 37	FSS	9	
FSS Report						
Select Program	m Type: S8	Certificate ar	nd Voucher 👻			
Select Level of Public Housing	of Information (Agency	on:				

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.



					As of March	31, 2010	
Program Type	SB Certificat	es and Vouch	ers				SS 🚍
Level of Informat	ion ILA with	hin the Tield (Office 3GPII				Download Report in Door, Print this report pay
IIA Code MD	004						Select Ha Code , MD001 +
HA Nem - HO	ISINC OPP	RTV COM C	EMONTOO	AFRY CO			
Effective Dates L	cluded : Dec	cuber 01, 20	06 through Mar	ch 31, 2010			
Click on 🏊 for Ance I SS Information for	inding port and o the pelected II	n 🔽 for Descens Ac	ing acri		21 1. NO		
Pingram Type 🚖	58N 🚔	First Name	Last name 🚔	FSS Report Type 🚔	Disbussed Amount 🚔	Account Balance Account 🚖	
VD	030528521	- deserves	smooth	R	0	10	
vo	066597830	byourse	memosofy.	P	0	0	
VD	075588486	versions	mbiene s	P	<u>0</u>	14966	
vo	141925538	zwarby:	wownawit	P	1100	251	
VO.	145827780	ablya	mbad	p.	0	0	
vo	212255861	mhaq	Lintli	P	0	0	
VÐ	213546016	stame	mfumaiy	P	0	10	
vo	215119911	manizz	inizhi	P	0	0	
VD	229110309	VIIIVOVW	mburyi	P	0	418	
VO	250331184	byhrx	vila	х	0	14909	
VD.	962886054	ansish	withdex	P.	9	0	
vo	572356429	VARIAND	nlivmiw	P	0	6617	
VO	\$77026462	minney	kavp	p	0	666	
VO	577041562	212VVOV	niu	P	0	0	
VD	\$77082711	iomulu .	mhiswawa	P	0	0	
VO	578278124	gahry	studig	P	0	0	
VO.	178945245	ymadjorg	ocomple	X	0	12768	
VO	578948476	ztmig	inigmiro	P	5000	11615	
VO	\$79080582	orika.	Then	P	() ()	19895	

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.



RC	R Rent	Calc HC	98 SE	MAP Nev	v Adm Rent &	& Income
Delinquency	Reexam	Decon	(KMI	EOP	Mob & Port	Budget Rel. Averages
HQ	S Report	New	ly Leased Un	its Query		
HQS Inspect	ion Report					
Select Progra	ım Type : 🚺	oucher-Funded	Assistance	*		
Select Level	of Informatio	on:				
Public Housin	g Agency					

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.

			HQS Inspection As of March 31,	Report 2010		1900
Program Type	Voucher Funded Assistant	c		32	100	à
I mul of Inform	the II to within Rold Office	2 1 DTL		Developed in Developed	Cont Danced	Line Code Contra
Level of Litoria	aten 114 within Field Offici	C 2.4111		DOWNOOD IT LODE	1 Tri lagan	V en Litare report
HA Code - N	005					
HA None - N	ev York City Housing Autho	rity		Select Page Set 10	3. * 1	
	and any set and an inclusion	u sul				
Tepro Item No	Head Of Huusehold's Name 🚔	Head Of Household's 55% 🚖	Fast HQS Inspection Date 🚔	Number of Months Since Last HQS	l hispérdier 🚖	
6	minzdo mizaz	055698537	03/16/2000		123	
£	highlighs loky	582503294	05/28/2000		120	
3	velo mbrenet	094552585	01/12/2003		85	
6	tasi/s dis	241404641	12/18/2003		75	
1	Smeltofs (milignt(staless i	078467927	01/14/2004		77	
6	mbay bangan	584907433	03/02/2004		75	
1	vehicky migrize	003123361	01/14/2005		65	
	bet estrantag	059709947	02/04/2005		64	
1	guiday gel / iza	131424504	05/25/2005		53	
(a)	angl gamzg	121550183	05/07/2005		57	
9	mbyt zivinzh	157550512	10/20/2005		55	
2	mynede vidp	098703076	12/28/2005		54	
3 -	because cance	264809429	03/06/2005		51	
(A	herdraftei zenrad	054584867	03/10/2005		51	
5	hypitic bodys	213119820	05/30/2005		(9	
6	ment marier	084407168	05/30/2005		1.63	
7	epenizes vs. Dri	060552560	05/19/2005		25	
811	seinen wein	088424815	07/07/2005		- 67	
91	a z zagity	123456909	07/20/2005			
20	within have of 2 a	002466095	05/15/2005		15	

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.

RCR	Rent Calc	HQS SE	MAP New	Adm Rent & Rent &	Income
Delinquency Reexan	Decon	ΎκΜΙ	EOP	Mob & Port Rel. A	dget Werages
HQS Report	N	ewly Leased U	nits Query		1999-00-00-00-00-00-00-00-00-00-00-00-00-
Newly Leased Units -	HQS passed l	Inspection Date	e Detailed Re	port	
Select Program Type:	Tenant-Based	l Voucher I Voucher			*
Select Level of Inform Public Housing Agency	Project-Based Project-Based Combined Pro All Voucher Fu All Relevant P	l Certificates l Vouchers ject-Based Certif inded Assistance rograms	ficates and Proj Vouchers	ect-Based Vouchers	

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.

Real Estate Assessment Center (REAC) Inventory Management System (IMS)

1.0 Form 50058

		HQS Inspec	tion of Newly Leased L As of March 31, 2010	Inits Report	100000				
Program Type Tenant Based Voncher			S8 52						
Level of Information IIA within Field Office	2 FPH			Enveloped Report in Date: Ministry sectors					
IIA Code NI002	COMP IN C			Colort	Un Code NEID -				
HAN- North Washington				Select	The Cone - House -				
The reame receiver from any removing				Scheet	Page Set : 1910 -				
Click on 🏊 for Ascending sort and on 🔽 for Descending Household information for the selected U.A.s	sort.	12.00	P9770	1000					
Head of Household Name (Last, Hirst, Middle)	Type of Action	 Lamily Moving Indicator 	Contract	 Date Unit Passed Pre Contract Inspection 	Pre Contract HQS Inspection				
iq huse ndq	7	¥	10/01/2008	09/18/2008	PR				
02228 mowizs zganzfig	1	Y	10/01/2008	09/14/2005	PD				
afs sureveza i	4	Y.	01/01/2009	12/11/2008	PR				
afix zovrizn	1	Y	09/05/2008	09/03/2008	PD				
ngl malig	7	Y	04/01/2009	03/20/2009	PR .				
argi zoviniz	10	Y	11/01/2008	07/12/2007	PD				
ardjave ovydr	7.	X	11715/2008	11.04/2008	PK				
anflumnike ovyzlar	2	Y	08/01/2007	07/23/2007	PD				
asthmatic variation i	7	¥.	04/01/2009	05/17/2009	P8				
avftriwii oduiza	10	Y	05/08/2009	05/01/2009	PD				
adhiwli sgyvasaj	4	Y	09/17/2008	09/17/2008	PB:				
avfiziwii zadazi	2.	Y	08/01/2007	07/11/2005	PD				
adhiwii zmuz a	7	N.	04/01/2009	03/19/2009	PR				
avfiriwii zamzio	10	Y	01/01/2009	12/08/2008	PD				
asthiwii entres n	7.	Ŷ	11/12/2008	09/15/2008	PR				
avfiniwii zwwnawa zaora o	4	Y	02/01/2008	01/21/2006	PD				
asthiwii-boarce courses	7	Ŷ	10004/2008	10008/2008	PR				
avivic bilave	15	N	02/02/2009	12/31/2008	PD				
asisk vygsrår	7	N.	08/11/2008	08/05/2008	PH				
avivic vuumzie h	10	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).



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Deptiments	Peteam	Р-с и	<. 1	EOP	7,0022.0	Zer evena des	
MA	P Duery					727 - 7,02553	- 40 -
Mobility and	Portability	Report					
Select Progra	on Type: S	Certificate	2				
Select Level	of InFormat	ion:					
National							
State							
Hild Office							
Public Honzia	g Agency						

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.



Program	The St	8 Certificate				As of Octobe	er 31, 2009			× 🖂	a
Level of	Informat	cn National	US						Dermited in 1	ton. Setu Page	Vier Date Report
Histing	Dates la	ciudad Neve	ember 01.	2008 Arough Fe	durnary	28, 2010					
V 200		aud tr									
17.200 I	Admissi Mirae	a ta di ta Ini hacking a	Admission Leave in D	Insolving a loca	Total Far moved	nilies that	Total Hard to that Moved	i Huuse Familiea	Presinusly . that Moved	Assisted Families	Familie Marie for
v cH I National	Admissi Mina Count (f)	entrel te m Insoking a Percentage (%)	Admission Lexas in P Countre)	losoking a faca Percentaget%)	Total Fai mosed Count (10)	nilies that Percentage (58)	Total Hard In that Minaed Count(Y)	Huuse Families Percentage(%)	Presinusly flot Mored Count(Y)	Assisted Families Percentage(%)	Families Making For Pulsin: Hinasing (4)

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):



	Mobility and Portability Repo As of October 31, 2009	rt		
Program type : SB Certificate		25		a
Level of Information : National US		Derra cad in Ecos.	Sitte Page	Vier Zona Report
Effective Datas behekal - November 01, 2008 from	A February 28, 2010			
Faile Faile D	Annual Investigation PHA Stiffing			
National Count(*) Percentage(%) Count(*)	Percentage(%)			
US 163.678 9 45.2	50 - 2			

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-ExcelTM 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.

R(R)	i VA* NewA** Rent Europa Ht task 41 01 V Ind * In Rent Europa Ht task
Income Report Query Changes In	Income Query
Income Report	
Select Program Type: Hubic (lo.ong	<u>×</u>
Select Level of Information:	
National	
Side	
Field Office	
Metropolitan Ares	
County	
City or hanning	
Public Housing Agency	
Previntal	
Congressional District	

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.



Program two: Public Housing Level of Information National US Level of Information National US National National US Level of Information National US National Nati					In As t	COMe Re October	9007t 31, 2009							
A. II.2 Yest Data Server Distribution Primary Source Income Distribution Primary Source Income Avg Annual Income Primary Source Income Avg Annual Income Income Distribution Distribution Primary Source Income Avg Annual Income Primary Source Income Avg Annual Income Families Reported Primary Source Income Avg Annual Income Primary Source Income Avg Annual Income Primary Source Income Avg Annual Income Families Reported Annual Income Primary Source Income Avg Annual Income Primary Source Income Avg Annual Income National (a) Annual (a) Status (a) Status (b) Status (c) Status (c)	Program typ Level of Infe Effective Da	e: Public Housing emstice: National O tes Inchded : Novem	s ber 01, 200	8 through Feb	ruary 28, 2	010			**	2 	in a	۱ä	(n Prof	
Families Reported Distribution by foroma National Number of Lamilies Departed D	- ii.s Income Distribution	Que Data Zarez Incomo Sour Distribution	iend Wetherperine C©	Primary So Distribution	urce Incom	•	Income Sou Income	irce Avg	Annual	Prima	ary Sourc nc	te Incom	c Avg An	nual
Number of Lamilies Departed (A) Owned Amned (A) \$0(S) \$1,5000 \$5000 \$15000 \$25000 \$25000 \$25000 \$25000 \$25000 \$10000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$40000 \$6000 \$5000 \$10000(%) \$10000(%) \$10000(%) \$20000	Distribution b	Jacome			F	amilies Rep	orred							
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Fie CLATTOR DISLOTION by Income	fall Bar Gr	aph for Distribution by art for Distribution by	41 : Income Income	4 1	34						4			1 2

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.)



				Income	Report				
				A- of Ortolo	a 31, 2009				
Program typ	e: Public Ho	using					SS 🔚	15	
landsof Ins	muslie Nati	ional US				(And and	in fair free 1		traine Preset
Effective De	tes Included :	November 0	1, 2008 through Februar	ry 28, 2010					
- iia	2.40 2.40	Patro	d 						
Income Distribution	Incol Distri	nc Source Ibution	Primary Source Distribution	Income	Income Source Income	Avg Annual	Primary Sol Income	arce Inco	nc Avg Annual
		1000		Families h	legacied				
Nationa	I Numb Report	Ser of Av Wes Annu ted(*)	verage al Income (\$)	Child Support (%)	Federal Wage (%)	Indian Trust/per capita(%)	Military Pay (%)	Own Busines (%)	Pension SSETANE (%) (%) (%)
US	and the second second	24,381	13,041	8	9 L	C.		C	7 23 10
National	General Assistance (%)	PID: Wages (%)	Office Wages(S)	Other NooWages(%)	finded formativ (8)	Unemployme Denefits(%	nt Ner Iteinbur) (1	lical sements: s)	Annual Impoted Welfare Income (%)
101	1. 2.	/ (i ii	11		1	11		7/0
fall Bar Gi Die Cr	raph for Distrib art for Distrib	bution by Sour	ree of Income te of Income	1 1	of]				

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):

			A	Income Re s of October 3	port 11, 2009			-	
Program type: I Lessel of Inform Effective Dates	Public Housing after National 10 Iscuded : Novemi	N ber 01. 2008 tirro:	g). February 28	2010	851894	Direct at a .		à	
. surface	(test and) :	citi. Sem canalt an							
Income Distribution	Income Sour Distribution	co Prim Distr	ary Source Inco Ibution	sme :	ncome Source A ncome	vg Annual I I	nmary Sou Income	ree Incom	e Avg Annual
Disribution by P	himary Source of Inco	TW .		Families Rep	orted				
National	Number of Lamilies Reported(#)	Average Annual Incone(\$)	Asset Inc(%)	Wages(%)	welface(S)	200/023/Pensis (%)	ns Other Saun	Income es(S)	No Primery Source of Income(S)
197	9.14,001	14,041	0	- 20	i d	1	10	(12	
Hit Dar Grap E Pie Chart	h for Distribution by	Primary Source of Primary Source of	(Income Income	l l cf	i.				

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):

					Income As of Octob	Report er 31, 2009			12-14-14	22507		
Program type	.: Public Hu	using						52	-	L.		
Level of Info	unation: Nati	onal-Us	9				Detre	ind a lost.	Pre: Fip.	VierDa	a Report	
Effertive De	tes Included	Novemb	her 01, 200	18 through Februar	7 28, 2010							
Contractory (yea Admasi.	5 P	r-a Vilipuli	1								
Income Distribution	locar Distri	nei Annia Initian	0H -	Primary Source Distribution	hicianie	the come ticcore the come	- may marked	Princ	ey Source net	e Income	e Ang Ann	nal
desease data	ad Income in S	new of I	normar		Families 1	Reported	9496 B	30			106	5 90 10
Nationa	l Norda Land Reports	er of lies el(#)	Average Armual Income(d	Asset for one (\$)	child Support (\$)	Federal Wage (\$)	todian trust/per capita(\$)	Millary P	0 ay(\$)thui (nii Liens S)	sion 520 \$) (\$)	LANI (\$)
011		14,001	11,	041 Jub	1 1,47	12,778	5,354	3	7.04 A	,200 h	,469 p./%	4,237
National	General Assistance (\$)	DHA W (\$)	ages o	ther Wages(\$)	Other NonWages(\$)	Social Security(s	Distribution (Distribution (Di	ment (\$) R	Medica cimbursen (\$)	al , nents)	Annual Im Weltare In (\$1)	puted icome
US	3,165	1	7,468	17,991	3,867	9,85	0	9,776	-110-1	1,850		3,839
🛄 Ba G 🥌 Picela	sphille Astro et fin Astropy	y: Airu Ariual	d Income I Income by	y Source of Treasu Source of Income	61	50						
					31	af 1						

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):



			4	Income Re x of October 3	port 11, 2009			
Program type:	Public Housing					83		à
Level of Inform	seion National 18	s.				the shades such	Ard Day	Ver been date.
Effective Dates	Licluded : Novem	ber 01, 2008 throa	gi February 28,	2010				
- tanfes -	Les	en. en catal an						
Income Distribution	Income Sour Distribution	ce Prima Distr	ary Source Inco bution	me :	noome Source Av	rg Annual Prim Enco	ary Source me	Income Avg Annual
ferrer Joural	Income by Princer Se	urer of Income		Families Rep	orted			
National	Number of Lamilies Reported(+)	Average Armual Income(\$)	Asset In (\$)	Wages(\$)	Welfare(\$)	120/20(/Persions (\$)	Other too Sourcea	(\$) No Primery Source of Income(\$)
194	9 14,003	11,041	4,700	19,521	5,37	9 11,070	D.	5,414 24,91
Min Dar Grad De Char Pie Char	d for Average Aans 1 for Average Anana	al Income by Prima Hincome by Primar	ry Source of Loc y Source of Inco	ome me Llof				

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):

					In As a	come R	eport 31, 2009					929522		
Program type	.: Public Du	using								22	-	[a		
Level of Info	umation: Nati	onal-US							Detre	ad a Dool.	Pre:Rip.	Vier 24	cia Report	
Effective De	tes Included	November	01, 2008	through Feb	mary 28, 20	010								
Families	hes.	Isrti	P-d P-d											
licone Distribution	lacor Distri	ne Sidurce Indian		Primary Go Distribution	nice fiscane F	H.	his cane tion his cane	т ө Ауу	Annual	Princ	ey Sourc ne	e Incom	e Aviy Ai	incial
56 100 - 1						on Admis	sions							04 24 - 252
National	Number of New Admissions Reported (*)	Average Annual Income - New Admissions (\$)	\$0(%)	\$1-5000 (%)	\$5000- 10000(%)	\$10000- 15000(%	\$15000- 20000(%)	\$20000- 25000 [%]	\$25000- 30000 (%)	\$30000- 35000 [%]	\$35000- 10000 (%)	\$10000- 15000 (%)	\$15000- 50000 (%)	Above \$50000 [%]
US Bar (h	85,431 sph &r Distrik	20,395 10,395 11,20	Series	7 15	31	1	0 10							C
Pie Ch	ani ba Daken.	nes by his	SHI.			1-10	1							

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):

					As of Octobe	Report r 31, 2009				50
Hogens type	Public: Ho	using						S2 -	i là	
Level of Info.	mation: Nati	onal-US	5				Dense	ad a Loos. Page	Japa Vier	Draise Report
Kiloniya Dat	es Included	Novemb	wr 01, 2008	through Kebruar	7 28, 2010					
Families	hes A. iou	10 15	r-d uti.p.i.	2234	90 No.					
Income Distribution	lucur Datri	ne Soore hutina	e H	Primary Doorce Distribution	e franciame	Income Source Income	Avy Annual	Primary Si Income	auce loca	me dag donnal
Same	and the second			5	New Admi	ssions		- 33		
Distribution by	Source of Lun	Anr	1.11	100	2048666883	19610		2	10	12 13 16 16
National	Marin Ne Admis Report	er of sions ed(+)	Average Annual Incon New Admissions()	se Asset Incom (%)	e (hild Support (%)	t ederal Wage (%)	Indian Irost/per capita(S)	Millary Pa (%)	Own Busines (S)	Penaitan 523 LAN (%) (%) (%)
UB)		16,4.11	10,0	45 C	6 1	1		1	0	1 5 27 32
National	General Assistance (%)	PHA Wa (SS)	ages Oth	er Wages(%)	Other NonWages(%)	Social Security (%)	Unemploym Benefits(S	iont Roimbu S)	idical rsoments %)	Annual Imputed Welfare Income (%)
US 1.11	22	l. Serve	9	3.	12	2	7	1	0	0
Bartha Bartha	ph for Distribution	arten by dice by S	Source of In Source of Inc							
					1-10	61				

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):

			A	Income Re s of October	eport 31, 2009			-	2
Thogram type:	Public Housing						32	📑 R	1
Level of Inform	nation: National-Us	5				Defended in	C	PresSip. 1%	Tara Report
Effective Date	sluctured Novemb	wr 01, 2008 (Inco	Ji February 28,	2010					
Families	LAA An iso Min II	Frd Griegelie							
Income Distribution	lincome Source Distribution	en Prins Distr	ary Source Iron Iontion	апн	lia cone Scion e A lia cone	vy Annual	Prinar Incom	y Source the e	one Avy Annual
Distribution by	Primery Neuros of Inco			New Admix	sions				
National	Number of New Admissions Reported(P)	Average Annual Income - New Admissions(\$)	Asset Income (%)	Wages(%)	Weitarc(%)	SSI/SS/Pensi (%)	ions (Other Incoms Sources(%)	No Primary Source of Income(%)
us.	85,431	10,305	1 0	23	o 1	5	-10		15 0
🛄 Ba Gig 🥌 Pic Car	sh ƙa Distribution by t lin Distribution by t	Primary Source of Primary Source of	l'hosene Income	1 - 1 af	1				

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 As of Octobe	Report er 31, 2009								
Program typ	e: Public Ho	using								5	5	2 č	i.		
Level of Info	enstien Nati	ional t	IS							-	- 144	· ·		•	
Effective Dat	tes Included :	Noven	uber 01, 2	006 8	hrough February	y 28, 2010									
Familya	6-1100		E d Patropero	-											
Income Distribution	Inco Distri	ne Sou Ibution	rce		Inmary Source Istribution	Income	Income Sourc	c As	vg Annucl	Pr	mary So come	urce Inc	ome Avy	1 Anni	ial 👘
disease dain	el la comune a		-	112		New Ada	dissians.			149					15
Nationa	Numb Ne Admis Report	ion of M sions	Avera Annu Income - Admission	ge al New ns(\$)	Asset Income (\$)	Child Support (\$)	Federal Wage (\$)	Tr Ca	Indian ust/per apita(\$)	Miltan	r Pay(\$)	Own Business (\$)	Pension (\$)	55I (\$)	TANF (\$)
US	1 and	85,431	1	0,305	732	3,498	13,010		1,780		9,222	5,949	6,401	6,980	1.011
National	General Assistance (\$)	PILL S	Mages \$)	dilie	r Wages(\$)	Other NoriWages(\$)	Godial Geowity((\$)	Hoemploy Henefili	ment (\$)	Me Reinlai	alical csements (\$)	well.	al ing nacio (\$)	asted come
181	3,94	4	11,050		13,515	1,752	4,7	9.4		9,420	- S	1,91	B	Meete	1,45.0
Fill Bar Gr	aph for Aven art for Averag	age And ge Alam	ud Income al Income	e by S by So	curce of income	1 1	σĺ								

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):

			A	Income Re	port 31, 2009			
Program type:	Public Housing					33	🚔 ă	
Level of Inform	ndie National US	4				Designation Basel	the log the	Price Prese
Effective Date	s Included : Novemb	ter 01, 2008 threa	th February 28.	2010				
Famles	Armissions P	e d a triperior						
Income Distribution	Distribution	ce Print Distr	ary Source Inco Ibution	me	Income Source Av Income	rg Annual Prim Jinco	ary Source Inco mc	me Avg Annual
diversion damage	Jacone in Primare Se	any of Income		New Idmis	ions			
National	Number of New Admissions Reported(#)	Average Annual Income New Admissions(\$)	Asset Income (\$)	Wages(\$)	welfare(\$)	533/325/Perosiona (\$)	Other Income Sources(\$)	No Primary Source of Income(\$)
iki	16,411	10, 191	4,210	14,29	6,00	4 10,675	5,00	22,890
hill Bar Gra Die Char Pie Char	ch for Average Annu t for Average Annua	al Income by Prima I licome by Prima	ary Source of Inc. v Source of Inco	cme me JJof	E			

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):

					In As a	come R	eport 31, 2009				1970			
Program type	Public Ho	using								35	2	à		
land of his	undier Natio	onal US							Se	min Ner	-	-	in Krant	
Effective Dat	es Inchoded :	November 0	1, 2008 (through Feb	euary 28, 20	010								
Familya	A.M.	-	at one											
Income Distribution	Incon	to Source		Primary Sol Distribution	arce Incom	2	Income Sou	irce Avg	Annual	Prima	ry Sourc	e Incom	e Avg An	nual
tak m 🔼 fu	Annings	d and on 🔽 f		depart -		1	and other			-				
Distances by	Las Reported	Incom			F.	nd Particij	patien							
National	Number of End Participants Reported (*)	Average Annual Income - End Participation (5.)	\$0(%)	\$1-5000 (%)	\$5000- 10000(%)	\$10000- 15000(%	\$15000- 20000(%)	\$20000- 25000 (%)	\$25000 30000 (\$5)	\$30000- 35000 [%]	\$35000- 10000 (%)	\$10000- 15000 [%]	\$15000- 50000 (%)	Abovc \$50000 (%)
US.	140,837	11,737	10	15	33	2	0 11	1 3		1 1		- 10	(- 1
Bar Car	ada fire (Destud	and the lower	51 S											
-	du a sau													
- Pi. Ca	et lia Distritu	tion by herein	NT. (1.1.	4							

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).

			4	Income R s of October	eport 31, 2009		10-00		
Program type:	Public Housing					5	3 🗄	à	
Leaded Infor	area National II	s				(Annal and sold			
Effective Date:	Included : Novem	ber 01, 2008 throu	gh Tebruary 28	,2010					
- ii.a	Annis and	E d whopened							
Income Distribution	Income Sour Distribution	cc Prima Distr	ary Source Inco ibution	ome	Income Source Av Income	vg Annual P D	nmary Sou ncome	ree Incom	ie Avg Annual
Distribution by I	an Reported Princey	Source of Income		End Partici	pation				
National	Number of End Participants Reported(*)	Average Annual Income Trol Participation(\$)	Asset Income (%)	Wages(%)	welface(8)	123//23/Perosia (%)	ns Other Source	hicome ex(S)	No Primary Source of Income(S)
18.	140,007	11,757	0		11 7		44	. 13	
Mi Dar Grap Dar Grap Pie Char	a for Distribution by Distribution by Prin	Primary Source of nary Source of Inco	Income	l la	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):

						As of Octob	Report +r 31, 2009			51.5	15 13			
Program typ	e Public Ho	using							33	2		1		
Lood of the	mation Nati	innal 1	15					10.000	-					
Effective Da	es included :	Noven	aber 01,	2008 1	rough Februar	y 28, 2010								
- ii.s	Armission	ns	E d Patrope	-										
Income Distribution	Incon Distri	ne Sou button	rce:	P	many Source Distribution	Income	Income Source	te Avg Annua	i Princ Incor	ry So ne	urce Inc	ome Avg	Ann) lat
Leanneanna		67.94C		male	1.1	End Parti	ripation							
Accept Area	at income by L	aw Rep	arted Sec	ren of the	00007	1000000000	100 00 1000							
Nationa	Number Partici report	of End pants cd(루)	Ave Ann Incomo Partici	rage nual : - End pation	Asset Income (\$)	Child Support (\$)	Federal Wage (\$)	Indian Trust/per capita(\$)	Military P	ay(\$)	Own Business (\$)	Pension	551 (\$)	TAN (\$)
US	1	10,837		11,737	635	3,600	14,050	2,77	7	9,720	6,962	6,191	6.ECE	3,73
National	General Assistance (\$)	PLIA ()	Magea \$)	othe	: Wages(\$)	Other MatWages(\$)	Social Security	(\$) Ucenglo Denefit	yment s(\$)	Me einder (dical nomento \$)	Welf	al tuq ces tu (\$)	nd Hel Franke
115	1,4813	1	15,090	2	15,079	3,849	9,5	.04	11,01.00	5	1,00	617	1000	1,94
Mill Dar Gr De Ch	aph for Avera art for Averag	ge Aun e Anoi	nai loco el Incon	ne by S ie by Sc	ource of Income		cf [

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):

			Λ	Income Ri s of October	eport 31, 2009			1. (M. 1971)
Program (spe	Public Housing					S	6 🔁	-ik
Level of Lifera	ation: National-U	5				Download in Do	al Returbupe	View Ender Daport
Effective Date	Sciulai Novem	her 01, 2008 Pro-	gh February 28,	2010				
Templer.	A. izzaliz	Frd Setia Paula						
lincome Distribution	Income Struct	ce Prim Dist:	ery Source Inco Budico	me.	Income Source A	vg Annual Pri	niary Source	e ha rane Avg Annual
de como desense	Durance by Last Manage	and the same famous		End Particip	min			
National	Number of End Participants Reported(*)	Average Annual Income - End Participation(5)	Asset Income (\$)	Wages(\$)	Welfarc(\$)	S51/55/Pension (\$)	s Other In Sources	come No Primary Source of Income(\$)
US	140,837	11,737	5,103	17,14	7 5.8	24 10,81	10	5,657 23,416
Be Coa	h lin Avange Anno Ge Annoy: Anno	al beams by Princ Electronic by Prince	ny Source of Inco y Source of Inco	one ne 1 - hof	1			

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-ExcelTM 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.



New Admissions Report			
As of November 30, 2009			Statistics .
Program type: Public Housing	33	2	3
Loyd of Infernation National - US	the editor way of		Service and the service of the servi
Effective Dates Included : December 01, 2008 through November 30, 2009			
The free in outscheld, Report for it Vender-net Walking			
Units			
National Number of New Admissions(4) New Admissions as Percentage of Total(%)			
10, 10, 10, 10, 10, 10, 10, 10, 10, 10,			

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):

			New	Admissio	ns Report			
			A-	of Novembe	ar 30, 2009		10000	111200
Program by	p. Public Housing					25	2	å
Land of In	fermitien National -	us				Distriction of the second	Iter State	Vin Berninger
Effective D	ates Included : Docom	ber 01, 2008 thro						
0.1-	01100 A.	schold Renorthe	i i- V-mber-op	- Walling	1			
Distribution	of New Administra by In	cone. Average data	ni (%					
National R	stremely Low Income, alow 30 St of Median	Very Low Income, 50 % of Median	Los Income, 80 St of Median	Above Low- Income	Income Limit Unavailable			
15	6	1	l.		and the second second	10		
Income, Are National Distribution	rager Annael (5) Average Annael Inc 2 g/New Administra by In	оны (%) 10,401 солы (%)						
National S	0 \$0 - 55,00	\$5,000 - \$10,000	\$10,000 - \$15,000	\$15,000 - \$20,000	\$20,000 - \$25,000	Abres \$25,000		
15		19 24	is is	2010	r	9 6		
😻 P.e	Chart for Distribution b	y lacome						
Distribution	of New Administer by St	sarce of Income Cau	arata (59)			100		
National	With any Wages	With any Welfare	With any SEVERA	Perminen Perminen	With any Other Income			
UG		39	1.10	(†	2			
💓 Pie	Chart for Distribution b	y Source Of Incom	e Category					

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):

New Admissions Report As of November 30, 2009		11000	80.0
Program type: Public Housing Lead of Phiamateur, National - US	83	Serie Konsel	
Effective Dates Included : Decomber 01, 2008 through November 30, 2009			
Distribution of New Advisions by Total Longer Pagarent (%)			
National Sc. Solid Sc.	2		
Pic Chart for Distribution by TTP			
TTP Annage Manthly (\$)			
National Average ITP ITS 942			

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):



				Ne	w Admissi As of Novemb	ons Repor	ſ			
Program	type : Public I	Ionsing				and the second		22	0	2
Level of	Information : N	ational US						Download in Doal	Pris: Daport	Van Dedn Dapor
Effertive	Dates Inchairs	December	01, 2008 hos	gh November	30, 2009					
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		andy long	Usit Size	Early Same	de Head ad Ha	meteriti				
		1999 C 287								
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Disribut	on by Faruly Is	pe (99)	No. of Concession, Name	CONTRACTOR OF STREET,		Concernance of the local division of the loc		Property and the local division of the local		
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realisited	Disabled	Disabled	Disabled	Disabled	Non-Disalified	Disalited	Children Nun-Disabled	Children, Disabled		
25	11		1 1		2 1		9 4	4		
10										
- 2	e Chart for Dis	tribution by F	amly Type							
Avenue	TTP in Family I	ion (5)								
	Eldedy No.	Eldedo No	Elderly With	Elderly With	Numerilador	Non-skielo	Ninediledy	Non-sidely,		
National	Children, Non-	Children	Children Non-	Children	No Children	No Children,	Children	With Children		
	Deapted	Disabled	Devalue	Deapled	Num-Hoodred	Theatred	Non-Dissified	Disalified		
US.	36		22 A		1 3	4	3 19	12		

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.)



New Admissions Report As of November 30, 2009			
Program type: Public Honsing	S	4	a
Tavel of Information National - US	they had ended	Den Squa	Vice Report Spin
Effective Dates Included : Docember 01, 2008 through November 30, 2009			
Drift Drift Record for its Contentione Making TTP Family Type Unit Size Female Flead of Household			
- Rendbudan ay indicidual in cardiy Household Sitys Managana anananananananananananananananan			
National Assessment Proceedings 1 2 1 4 4 6 2 11 9 10 +	-		
Lis 2, 2, 43, 23, 17, 12, 4, 2, 1, 5, 6	0		
Per Cherr for Distribution by Individual Fourly Hauscheld Size Denthuter by Indictmal Lette Styr			
Beloans (%)			
Removed 0 1 2 0 4 5+			
US 9 34 30 22 5 1			
🦉 Pie Chert for Distribution by individual Unit Size			

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).

New Admissions Report As of November 30, 2009			527 - E
Program type : Public Housing	22	-	a
Level of Information : National US	Derive and in Store	Refut Report	Her Data Report
Effective Datas behala? December 01, 2008 (legard) November 30, 2009			
TTP Femily Type: Unit Size Female Head of Hausehold			
and and a second se			
Ferrals Head of Research old with Children			
National Demont (%) Average TTP (\$)			
US 49			

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.

				Net	v Admissions Rej is of November 30, 20	port 09			3.022
Program Level of 1 Effection	type : P Liferida Datas h	nblic Housing ten : National - U	§ ar 01, 2008 decords No	. ambar	30 7009	Dove a	22 101 10	Ein Report	l di Mer Data Report
, nts	ĩ	инчя (Низ	end Prosistence H	le maring	C (Wsi ng				
Distributi	on of Ne	Admissions in Her	al of Household's Race (%	0	4				
National	White Only	Black/African American Only	American Indian/Abaska: Native Only	Asian Only	Native Henorin/Other Pacific Islander Only	White, American Indian/Abaska Native Only	White, Americ	Black/African an Only	White, Asian Only Other
Pistribani Romokoli National US Pist	e Chart en ef Ne Pisper Hisper e Chart	ter Distribution by subficience in Hau in or Lation Non-H Lation 10 for Distribution by	at of ispanii: or U2 Ethnicity						
Distributi	on of No		nily Subsidy Suntas						

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.



					New Admi As of Nov	ssions Rep ender 30, 200	ort		147754	352
Degram	yp. Public	Housing						2	<u>a</u>	a
Level of J	ukrusties 1	- Isonits	the state of second		View Roman Kingson					
Effective	Dates Include	d : Decem	ber 01, 2008	through Noven	aber 30, 2009					
Rendbud	lican	: o. Instains Syr Ar	scholo (Rate-	of heiring Merry Iy Nawebald Mer	itali (%)	119		19		
National	Sumper or		1000000	· · · · · · · · · · · · · · · · · · ·	90131		1000	1		
	Members(Y)	9.5	6 1/	10 00	51 61	62 82	80.+	1		
18	186,35		24	27	38		7	1		
· 🙀	Chert Sr Di	debation h	y Exartly Mer	da r's Ag a						

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 Admis	sions Report			
		As of Nove	mber 30, 2009		1225	1202
Program type: Public Housing				S	<u>a</u>	à
Lavel of Information National - U	8			Dans doubles should	-	Vol. Bern Squar
Effective Dates Included : Docomb	er 01, 2008 through Nor	rember 30, 2009				
Admissions Income Family Type starage Both How to Mooner by Leas	e Family Status Unit Si In Jacous Went on Jacous 10	re Female Head	of Dousehold			
National Below 30 % of Median	% of Median	of Median	Income			
10 0	44	1	a a			

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 Adr As of N	n <i>issions</i> ovember 30	Report , 2009			
Program	type : Public	Ionsing						20	a	ä
Level of Information : National US								Developed in Deal	Print Taport	Vian Endin Taport
Ellaniya	Dates Incha	hal Decem	her 01, 200	8 haugh Nove	mber 30, 20	09				
0.16	1 Pr	m- 1 -n :	s-6 1- TP2	orething you	the side	tere ne				
Admisic	ns Income	Fundy Typ	ar Kennily S	itatus Unit Size	Female H	out of House	fusici			
dorange l	Vait Time in I	Jonik by Fas	nih Iyor							
National	Fidedy, No Children Nors Nors	Fiderly, No Children Disobled	Fidely, With Children, Non-	Fidedy, With Children, Doolfed	Non-eldedy, No Children, Non-	Non-abledy; No Children, Disabled.	Non-siderly, With Children, Non-	Nor-addady, With Children, Disadad		
	Dreabled	2010/00/00	Disabled	a subsection of the	Theatree	1100000000	Disslifed	Desibled		
US .	10	1	l	12 I		1	1	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).

			Net A	W Admissions Re as af November 30, 20	09		1000000	1.000
Program type : P	ublic Honsing					22	Č.	à
Level of Information	tion : National US				Download	in Doal	Print Zaport	View Ender Deport
Effective Dates In	iclaired Decembe	r 01, 2008 (trough No	nember	30, 2009				
Urit: Admissions Inc	to m- Tro art asine Handy Type	 Present note) Formity Status Onit Status 	rambe Ag iive Ku	e - Marine melle Haarl of Househole	1			
Million William	Back/Alican	Amaican Infan m	Asian	Native Hawain/Other	While American	Wite.	Elack/African	1958 a.
National Only	American Only	Alaska Natise Only	Only	Pacific Islander	Indian/Aboka Native Only	America	an Culy	Asian Only Other
19	y 1	1	8	9	4 6		122	9 24 9
Average Walt Hou National Hisp 15 Average Walt S	Time in Manths by scholds Ethnicity north E Time in Manths by Subsidy Status	r Hend of Hend of 19 Y Family						
National Full S US	inbaility Prototer 11	Entwidy 17						

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).

New Admissions Report As of November 30, 2009		and the second second	107 T
Program type : Public Honsing	20	6	ä
Level of Information : National US	Download in Deal	Print Daport	Van Dete Daport
Effortive Dates Included December 01, 2008 through November 30, 2009			
Unit The man The sch to Precise mary bomber age that it			
Admissions Income Family Type Family Status Unit Size Female Hendral Humanisheld			
strenege Wait Time in Months, Female Read of Hossehold. with Children			
National Average Wat Time in Months			
28 E			

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).



RCR	Rent Calc HQS	SEMAP New	Adm Rent & Income							
Delinquency Reexam) Decon KMI	EOP	Mob & Port Rel. Averages							
Budget Related Averages Query										
Budget Related Avera	ages Report									
Select Program Type:	S8 Certificate	~								
Select Level of Inform National State Field Office Metropolitan Area County City or Locality Public Housing Agency Congressional District	S8 Certificate S8 Voucher S8 Moderate Rehabilitation S8 Certificate and Voucher All Relevant Programs									

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):

				Bu	dget Rela	ted Averag	ges Report 2009			
Hogen	lypt. SS Ce	rtificate						33	6	2
Love of I	Information	National -	0.8	a	and intervent	1 mer - 40 - 2	Visi Reporting			
Lifective	Dates Inchod	ed : Novem	ber 01, 2008	through Man	ch 31, 2010					
Unit:	er an	inn - a Inn Size(S)	- 12-1] A	- 2000 V	0.2					
National	0 Réduciós	1 Bedman	2 Bedrouma	3 Endmonts	4 Bedrooma	51 Bedmons	Overall Average Groak Real			
16	51	610	190	/ 1195	160	3 1565	U:	2		

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):

	Budget Rela As of I	ated Averages Repo November 30, 2009	ort		
Program type : \$8 Certificate			22	1	à
Level of Information : National US			Developing in Deal	Pro: Sapa	Van Dode Dapor
Effective Dates Included November 01, 2008	leough March 31, 2010				
Unite Transmitter Production of the	TANKA T TP				
	CARACTER STREET				
Surveye Lotel Family Stars by Unit Sites (5) Regula	r Reit	10			
National 0 Dedrooms 1 Dedroom 2 Dedrooms	3 Bedrooms 4 Bedroom	s 5+ Bedrooms Overall Av	orage Tenant Ront		
US 185 223 27.	340 4	2 (5)	265		
Average Total Family Share by Unit Size (5) - Provid	d Ren!				
National 0 Berbourns 1 Berbourn 2 Berbourns	3 Reducins 4 Reducing	St Bedmonts Overall Av	erage Tenant Rent		
US 2 U 61	(21 9	410	16.		

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):

				B	udget Re As of	lated Aver November 3	ages Report 0, 2009			
Program	spe. SS C.	rtificate						83	1	Ta.
Lesef ef	-liamation	National -	US				2.	of states have	And Des	Salar Print Report
Effective	Dates Includ	ed: Novem	ber 01, 200	8 through M.	arch 31, 201	0				
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yanna	Behama	Bidnom	Balcoma	Belcoma	Bedrauma	Behama	Payment			
US	40.	7 090	630	049	1,092	1,419	99			
Awage	indutesce Pay	serving Cate	Sites (5) Rega	ler Kent						
National	U Dedrooms	l Bedroom	2 Ucdrooms	g Dedrooms	4 Dedrooms	5+ Uedrooms	Overall Average Assistance Payment			
115	4.3	7 385	63	854	1 1 13	1,119	55:	t.		
.dramaar i	want Reat la	Unit Site (S.	- Provaunt Re	16						
National	û Behama	1 Beboim	2 Bedrama	3. Bedmans	4 Bedrama	51 Fedinious	Overal Average Assistant Payment			
US .		(i	62	1 /0	(SU	1 ((4)			

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):

				8	udget Rel. As of	ated Avera November 30	ges Report . 2009		V	2/272
Program	type : SB Co	rtificate						22	-	a
Level of 1	formation :	National	US			Detro and in Epos.	Sidia Page	View Dates Report		
Histian	Dates includ	al Novem	dier 01, 2000	Strough Ma	rel: 31, 2010	1.				
Avrage 1	Cond	71 Ten: In by Lock May	ni Senc i Av	dde	TE	100				
National	Uedrooms (Undroom	Bedrooms	Betrooms	Bedrooms	Uedrooms	Share	"		
UE .	. (B	52	97	7 .35	2 54	1 45	5	972		

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-ExcelTM 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).



RC	R Rent	Calc HQ	S SEN	IAP New	w Adm Rent	ent & Income
Delinquency	Reexam	Decon	KMI Y	EOP	Mob & Port	Rel. Averages
, in the second s	Decon Analys	is	e (51		75	ADIMENSIONALIAN ANNA ANNA ANNA ANNA ANNA ANNA ANN
S8 Deconcen	tration Analy	sis Report				
Program Type	e : S8 Certifica	ates & Vouche	rs			
Within a Public	Housing Ager	ncy				
Tract within a I	Public Housing	Agency				
Tract within a S	State and Cour	<u>nty</u>				

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 the Section 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 Decor As of	ncentration November	on Analysis 30, 2009					
Program	type : S8 Cer	tificates	& Voucher	S			23		a		
Level of	Information :]	HA within	State NJ				Download in Excel	Print Page	View Entire Report		
Effective	Dates Include	d : Decer	nber 01, 20	08 through N	Iarch 31, 20	010			22.0		
Familie All Famili	Assistant	nce O en	wners								
	Total			Poverty R	ate (%)						
HA	Number of Families	0 - 9	10 - 19	20 - 29	30 - 39	40 or more					
NJ009	0		0	0	0	0	0				
Pie New Fami	e Chart for Po	overt Rate Fren	of Tract for	All Families							
20000	Total			Poverty R	ate (%)	5.X					
HA	Number of Families	0 - 9	10 - 19	20 - 29	30 - 39	40 or more					
NJ009	(0 (0	()	0	0				
Die Pie	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 Cert	ificates &	& Voucher	'S			S	4	à			
Level of	Information : H	A within	State NJ				Download in Excel	Print Page	View Entire Report			
Effective	Dates Included	1 : Decem	ber 01, 20	08 through	March 31,	2010						
Familie	es Assistan	ce Ov	vners									
Tenant B	ased Assistance											
	Total			Tenant Ba	sed Assistar	ice (%)						
HA	Number of Families	0 - 1	1 - 5	6 - 9	10 - 19	20 - 29	30 or more					
NJ009	2	100	() 0	0	0	0					
Pie Pie HUD Bas	e Chart for Tena	ant Based	Assistance									
1000781	Total			HUD Bas	ed Assistand	ce (%)						
HA	Number of Families	0 - 9	10 - 19	20 - 29	30 - 39	40 - 49	50 or more					
NJ009	2	100	() 0	0	0	0					
Pie Chart for HUD Based Assistance												

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	As of Nove	tration Ar	n alysis 09			
Program t	ype : S8 Cer	rtificates &	Vouchers				S	4	à
Level of In	formation :]	HA within St	ate NJ			Downi	oad in Excel	Print Page	View Entire Report
Effective I	Dates Include	d : Decembe	er 01, 2008	through March	31, 2010				
Families <i>Owners for</i>	Assista All Families	with Children	ers	11.2					
HA	1 5	6 10	11 - 20	Units	E1 100	Ouer 100			
NJ009	0	0 - 10	11-20	0 0	51 - 100	0	0		
Owners for	New Families	s with Children	L.						
1000	1			Units					
HA	1 - 5	6 - 10	11 - 20	21 - 50	51 - 100	Over 100			
NJ009	0	0		0 0		0	0		
				1 - 1 c	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-ExcelTM 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.



RC	R Rent	Calc Ho	as sei	MAP Ne	w Adm Rent	ent & Income
Delinquency	Reexam	Decon	KMI	EOP	Mob & Port	Budget Rel. Averages
Rent Ca	lculation Dis	crepancy	60-			
Tenant Rent	Calculation 1	Discrepancy	Report			
Select Progra	am Type: Pu	blic Housing			*	
Select Level	of Informatio	on:				
Public Housin	g Agency					
Project						

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 C (Level of i A	Calculation Discrepand information is Housing Authors as of November 30, 2009	c y Report prity)			
Program Type - All Voucher Level of Information - HAÂ win	Funded Assistance thin State CA		Download Report in Excel Print this report page			
HA Code - CAUUS HA Name - Oakland Housin	g Authority					
			Tenant Rent(\$)		Charge(\$)	
Program	Head Of Household Name	Head Of Household SSN	IMS Calculated	PHA Reported	Over	Under
Tenant Based Vouchers	SIMPSON A P	xxx-xx-3793	459	469	10	
* - Data Unavailable Household II CA003 1 View Househo	nformation for the selected HAs households 1 pages. Id Information on page [] Page 1 of	f1				

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.