



HOUSING AUTHORITY 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 Software Services, Inc



Shiva Information Technology Services





Table Of Contents

TABLE OF CONTENTS

1.0	FORM 50058.....	1-1
1.1	Reports.....	1-2
1.1.1	Generating a Report.....	1-2
1.1.2	The Delinquency Report.....	1-2
1.1.2.1	Information Presented in a Delinquency Report	1-3
1.1.3	Reexam Query Report	1-10
1.1.3.1	Information Presented in the Reexam Query Report.....	1-11
1.1.4	KMI (Key Management Indicators) Report.....	1-13
1.1.4.1	Information Displayed in the KMI Report	1-14
1.1.5	The Families Ending Participation Report.....	1-28
1.1.5.1	Information Displayed in the Families Ending Participation Report	1-30
1.1.6	The Resident Characteristics Report.....	1-33
1.1.6.1	Information displayed on the RCR Report.....	1-34
1.1.7	SEMAP Indicators Report	1-41
1.1.7.1	Information Displayed in the SEMAP Indicators Report.....	1-42
1.1.8	The FSS Report.....	1-58
1.1.9	HQS Inspection Report.....	1-59
1.1.9.1	Information Presented in the HQS Inspection Report	1-60
1.1.10	Newly Leased Units Query Report	1-61
1.1.10.1	Information Presented in the HQS Newly Leased Units Query Report	1-62
1.1.11	Mobility and Portability Report	1-63
1.1.11.1	Information Presented in the Mobility and Portability Report	1-64
1.1.12	Income Report Query.....	1-67
1.1.12.1	Information Presented in the Income Query Report.....	1-67
1.1.13	Changes in Income Query Report.....	1-79
1.1.14	Rent and Rent Burden Query Report	1-79
1.1.15	New Admissions Report	1-79
1.1.15.1	Information Displayed in the New Admissions Report.....	1-80
1.1.16	Budget Related Averages Report.....	1-89
1.1.16.1	Information Presented in the Budget Related Averages Report.....	1-90



Table Of Contents

1.1.17	Section 8 Deconcentration Analysis Report.....	1-93
1.1.17.1	Information Presented in the Section 8 Deconcentration Analysis Report.....	1-94
1.1.18	Tenant Rent Calculation Discrepancy Report.....	1-97
1.1.18.1	Information Presented in the Tenant Rent Calculation Discrepancy Report.....	1-98

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.



1.0 Form 50058

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.

The screenshot shows the Reports Sub Module interface. At the top, there are several tabs: RCR, Rent Calc, HQS, SEMAP, New Adm, Rent & Rent Burden, Income, Delinquency, Reexam, Decon, KMI, EOP, Mob & Port, Budget Rel. Averages. The Delinquency tab is selected. Below the tabs, there is a section titled "Delinquency Query". Under this section, there is a "Field Offices" section. In the "Field Office:" label, a dropdown menu is open, showing a list of field offices: 0APH - WASHINGTON STATE OFFICE, 0CPH - ALASKA STATE OFFICE, 0EPH - OREGON STATE OFFICE, 1APH - MASSACHUSETTS STATE OFFICE, 1EPH - CONNECTICUT STATE OFFICE, and 1FPH - NEW HAMPSHIRE STATE OFFICE. Below the dropdown menu, there is a "Report" button.

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 Form 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.



1.0 Form 50058

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.



1.0 Form 50058

Delinquency Report
As of August 31, 2009

Field Office Code: 0EPH
Field Office Name: OREGON STATE OFFICE
Effective Dates Included: May 01, 2008 through August 31, 2009

Program Type: **Public Housing** | Voucher Funded Assistance | Rent Subsidy | SRO

HA Code	HA Name	HA FYE	ACC Units	50058 Required	50058 Received	Difference	Reporting Rate	Forms Received		
								Last Month	Last 3 Months	Last 6 Months
OR001	Clackamas	05/01	167	910	925	0	91.62	0	95	344
OR002	Douglas	01/01	162	110	149	1	89.13	0	60	50
OR003	Lincoln	12/01	125	114	110	0	84.74	0	21	44
OR005	Lane	05/01	204	693	697	10	90.16	0	75	240
OR007	Umatilla	12/01	115	115	116	0	100.00	0	1	20
OR008	West Valley	05/01	200	206	202	0	89.10	0	64	120

Summary Information for the Field Office: 0EPH

Total ACC Units	Total 50058 Required	Total 50058 Received	Total Difference	Average Reporting Rate	Total Forms Received		
					Last Month	Last 3 Months	Last 6 Months
1,201	3,009	3,029	40	91.62	0	104	1,442

Run Graph for Reported Information
Run Graph for Requested Information
Run Graph for Forms Received

Figure 2: The Delinquency Report

Households Received

Program Type: Public Housing
Housing Authority: MA005 Holyoke Housing Authority
Effective Start Date: May 01, 2008
Field Office Code: 1APH
Effective End Date: August 31, 2009

Records: 10 of 10

SSN Head	Head of Household Name	Development No	Building No	Entrance No	Unit No	Type of Action	Effective Date	Update Date
00000000000000000000	J. Smith, D	M4003000000	B_0004	1	701	S	07/01/2007	07/03/2007 13 07 01
00000000000000000000	D. Brown	M4003000000	B_0004	1	102	L	06/13/2007	06/24/2007 13 06 01
00000000000000000000	A. Fikse	M4003000000	-	1	402	S	05/01/2007	05/10/2007 13 05 02
00000000000000000000	J. Smith	M4003000000	-	1	208	S	05/01/2007	05/10/2007 13 05 02
00000000000000000000	L. Smith, M	M4003000000	B-5	5	6	S	05/01/2008	05/11/2008 08 05 10
00000000000000000000	L. Keyser, M	M4003000000	B-5	15	13	S	05/01/2008	05/11/2008 08 05 11
00000000000000000000	L. Upton	M4003000000	B	141	141	S	05/01/2007	11/05/2007 13 11 05

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.



1.0 Form 50058

- 50058 Required: the number of Form 50058 submissions that a PHA is required to submit.
- 50058 received: the number of Form 50058 submissions 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 50058 submissions 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

Delinquency Report															
As of August 31, 2009															
PHA Code: 1APH PHA Name: MASSACHUSETTS STATE OFFICE Report Date: May 01, 2008 through August 31, 2009															
Program Type															
Public Housing				Voucher Funded Assistance				Mod Rehab				SRO			
HA Code	HA Name	HA FYE	ACC Units	50058 Required	50058 Received	Difference	Reporting Rate	Forms Received	Forms Received	Difference	Reporting Rate	Forms Received	Forms Received	Difference	Reporting Rate
HA001	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA002	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA003	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA004	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA005	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA006	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA007	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA008	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA009	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA010	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA011	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA012	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA013	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA014	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HA015	Local Housing	08/01	1248	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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 50058 submissions 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.



1.0 Form 50058

Delinquency Report
As of August 31, 2009

Field Office Code: LAPH
Field Office Name: MASSACHUSETTS STATE OFFICE
Effective Date Entered: May 01, 2008 Current: August 31, 2009

Program Type: **Delinquent Report**

Public Housing Voucher Funded Assistance **Mod Rehab** SRO

Records Name Field Office ACC Units 50058 Required 50058 Received Difference Reporting Rate Forms Received: Last Month Last 3 Months Last 6 Months

Records	Name	Field Office	ACC Units	50058 Required	50058 Received	Difference	Reporting Rate	Forms Received: Last Month	Last 3 Months	Last 6 Months
WALJL	Waltham Housing Authority	0351	22	0	0	0	0.00	0	0	0
WALJL	Waltham Housing Authority	0351	0	0	0	0	0.00	0	0	0
WALJL	Waltham Housing Authority	0351	0	0	0	0	0.00	0	0	0
WALJL	Waltham Housing Authority	0351	24	0	0	0	0.00	0	0	0
WALJL	Waltham Housing Authority	0351	0	0	0	0	0.00	0	0	0
WALJL	Waltham Housing Authority	0351	0	0	0	0	0.00	0	0	0

Summary Information for the Field Office: LAPH

Total ACC Units	Total 50058 Required	Total 50058 Received	Total Difference	Average Reporting Rate	Forms Received: Last Month	Last 3 Months	Last 6 Months
22	0	0	0	0.00	0	0	0

For Display: Report to the Director
For Display: Report to the Director
For Display: Report to the Director

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 50058 submissions 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.



1.0 Form 50058

Program Type: Public Housing

Public Housing		Voucher Funded Assistance		Mod Rehab		500				
Click on <input type="checkbox"/> to Ascending sort and on <input checked="" type="checkbox"/> to Descending sort										
HA Code	HA Name	FYE	Port Units	50058 Required	50058 Received	Difference	Reporting Rate	Form 50058		
								Set 3 Units	Set 5 Units	Set 5 Units
HA002	Boxwood Housing Authority	06/03	373	0	0	0	0.00	1	3	3
HA003	Boxwood Housing Authority	06/03	40	0	0	0	0.00	5	15	15
HA007	Boxwood Housing Authority	06/03	5	0	0	0	0.00	0	0	0
HA013	Boxwood Housing Authority	06/03	71	0	0	0	0.00	0	0	0
HA015	Boxwood Housing Authority	06/03	23	0	0	0	0.00	0	0	0
HA016	Boxwood Housing Authority	06/03	20	0	0	0	0.00	0	0	0
HA021	Boxwood Housing Authority	06/03	0	0	0	0	0.00	0	0	0
HA025	Boxwood Housing Authority	06/03	3	0	0	0	0.00	0	0	0
HA045	Boxwood Housing Authority	06/03	5	0	0	0	0.00	0	0	0
HA046	Boxwood Housing Authority	06/03	7	0	0	0	0.00	0	0	0
HA049	Boxwood Housing Authority	06/03	1	0	0	0	0.00	0	0	0
HA055	Boxwood Housing Authority	06/03	72	0	0	0	0.00	0	0	0
HA057	Boxwood Housing Authority	06/03	41	0	0	0	0.00	0	0	0
HA061	Boxwood Housing Authority	06/03	127	0	0	0	0.00	0	0	0

Summary Information for the Field Office: LAPH

Total ACC Units	50058 Required	Total 50058 Received	Total Difference	Reporting Rate	Set 3 Units	Set 5 Units
373	0	0	0	0.00	0	0

[Click Here for Response Information](#)
[Click Here for Detailed Information](#)
[Click Here for Form 50058](#)

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 50058 submissions 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.



1.0 Form 50058

- 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.

Delinquency Report
As of August 31, 2009

Field Office Code : 0EPII
Field Office Name : OREGON STATE OFFICE
Eligible Units Included : May 01, 2008 through August 31, 2009

Program Type: **Delinquent**

Click on ☐ for Ascending sort and on ☐ for Descending sort

HA Code	HA Name	HA LYL	Program Type	ACC Units	VMS Units Leased	As of (MM/YY)	Port Outs	Port Ins	50058 Required	50058 Received	Difference	Reporting Rate	Forms Received		
													Last Month	Last 3 Months	Last 6 Months
0K001	Clackamas	06/00	Public Housing	667					600	124	0	95.0%	0	29	
0K001	Clackamas	06/00	Voucher Funded Assistance	1,660	0	00/00	27	19	14	1,497	1,461	100.0%	0	211	
0K003	Douglas	03/01	Public Housing	100					100	148	1	95.0%	0	60	
0K003	Douglas	03/01	Voucher Funded Assistance	621	0	00/00	0	1	1	643	642	99.8%	0	121	
0K005	Lincoln	12/01	Public Housing	120					114	101	0	94.7%	0	27	
0K005	Lincoln	12/01	Voucher Funded Assistance	487	0	00/00	0	0	0	474	402	84.8%	0	126	

Summary Information for the Field Office : 0EPII

Program Type	Total ACC Units	Total VMS Units Leased	Total Port Outs	Total Port Ins	Total 50058s Required	Total 50058s Received	Total Difference	Average Reporting Rate	Total Forms Received		
									Last Month	Last 3 Months	Last 6 Months
Public Housing	887	N/A	N/A	N/A	814	873	40	95.0%	0	85	1,442
Voucher Funded Assistance	24,626	0	162	116	75	23,124	21,150	95.4%	0	1,730	11,910
Mod Rehab	0	N/A	N/A	N/A	0	0	0	0%	0	0	0
GRD	0	N/A	N/A	N/A	0	0	0	0%	0	0	0
Total All Programs	25,513	N/A	162	116	814	23,927	22,110	95.0%	0	1,815	13,352

Run Graph for Reported Information
 Run Chart for Reported Information
 Run Graph for Forms Received

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).

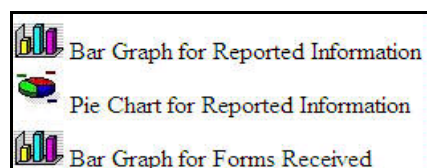


Figure 8: The icons available for displaying table data in a Bar Graph or Pie Chart



1.0 Form 50058

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

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

Note: For the best results, print in landscape orientation.

- View Entire Report: All report subcategory tables are displayed together on one screen.



Figure 9: The options for further use of report data

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

1.1.3 Reexam Query Report

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

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

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

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

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

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



1.0 Form 50058

The screenshot shows the 'Reexam Query' form. The 'Program Type' is set to 'Public Housing'. Under the 'Select Level of Information' section, the 'Public Housing Agency' option is selected. The 'Project' option is also visible.

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

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

The screenshot shows the 'Reexam Query' form. The 'Program Type' is set to 'Public Housing'. Under the 'Select Level of Information' section, the 'Within State' option is selected. The 'State' dropdown menu is set to 'Alabama'. The 'Select' button is visible.

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.

The screenshot shows the 'Reexam Query' form. The 'Program Type' is set to 'Public Housing'. Under the 'Select Level of Information' section, the 'Within State' option is selected. The 'State' dropdown menu is set to 'Alabama'. The 'Housing Agency' dropdown menu is open, showing a list of agencies. The 'Report' button is visible.

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.



1.0 Form 50058

- 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.

Reexamination Report As of August 31, 2009					
Program Type: Public Housing					
Level of Information: Public Housing Agency within State AL					
- A Code - A1008					
- A Description - Housing Authority of the City of Montgomery					
Download in Excel Print Page View Entire Report					
Select Page Size 17					
Report Item No.	Head of Household Name	Head of Household SSN	Date of the Last Annual Examination	Action Type	Number of Months since Last Annual Examination
1	PERKINS, LA	000000000	01/01/2009	1 - New Admission	12
2	PERKINS, LA	000000000	01/01/2009	2 - Interim Reexamination	12
3	PERKINS, LA	000000000	01/01/2009	3 - Annual Reexamination	12
4	PERKINS, LA	000000000	01/01/2009	4 - Annual Reexamination	12
5	PERKINS, LA	000000000	01/01/2009	5 - Annual Reexamination	12
6	PERKINS, LA	000000000	01/01/2009	6 - Annual Reexamination	12
7	PERKINS, LA	000000000	01/01/2009	7 - Annual Reexamination	12
8	PERKINS, LA	000000000	01/01/2009	8 - Annual Reexamination	12
9	PERKINS, LA	000000000	01/01/2009	9 - Annual Reexamination	12
10	PERKINS, LA	000000000	01/01/2009	10 - Annual Reexamination	12
11	PERKINS, LA	000000000	01/01/2009	11 - Annual Reexamination	12
12	PERKINS, LA	000000000	01/01/2009	12 - Annual Reexamination	12
13	PERKINS, LA	000000000	01/01/2009	13 - Annual Reexamination	12
14	PERKINS, LA	000000000	01/01/2009	14 - Annual Reexamination	12
15	PERKINS, LA	000000000	01/01/2009	15 - Annual Reexamination	12
16	PERKINS, LA	000000000	01/01/2009	16 - Annual Reexamination	12
17	PERKINS, LA	000000000	01/01/2009	17 - Annual Reexamination	12
18	PERKINS, LA	000000000	01/01/2009	18 - Annual Reexamination	12
19	PERKINS, LA	000000000	01/01/2009	19 - Annual Reexamination	12
20	PERKINS, LA	000000000	01/01/2009	20 - Annual Reexamination	12

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



1.0 Form 50058

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

1.1.4 KMI (Key Management Indicators) Report

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

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

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

The 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).



1.0 Form 50058

RCR Rent Calc HQS SEMAP New Adm Rent & Rent Burden Income
Delinquency Reexam Decon KMI EOP Mob & Port Budget Rel. Averages

KMI Query

Key Management Indicators Report

Select Program Type: Public Housing

Select Level of Information:

[National](#)
[State](#)
[Field Office](#)
[Public Housing Agency](#)
[Project](#)

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).

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

Program type: Public Housing
Geographic Subset: National US

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

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

Families | Delinquency | Special Programs | Special N Sect | Annual N Sect | Community Service | Priority | PS Vouchers & PS Conversions & Enhanced Vouchers

Families Reported

National	Families Reported(A)	End of Participation(%)	Portability Move-Outs(%) (Vouchers only)
100%	402,317	145,197	0

Distribution by Families Reported * Some families may be included in multiple categories *

National	New Admissions (N)	Annual Reexaminations(%)	1st Year Annual Updates (%)	Interim Reexaminations(N)	Annual Reexamination Overlap(N) (Vouchers only)	Portability Move-Outs(%) (Vouchers only)	Other Change of Unit(N)	Historical Adjustments(%)
100%	10	64	1	22	0	0	1	2

Bar Graph for Distribution by Families Reported

1 of 1

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).



1.0 Form 50058

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

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

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

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

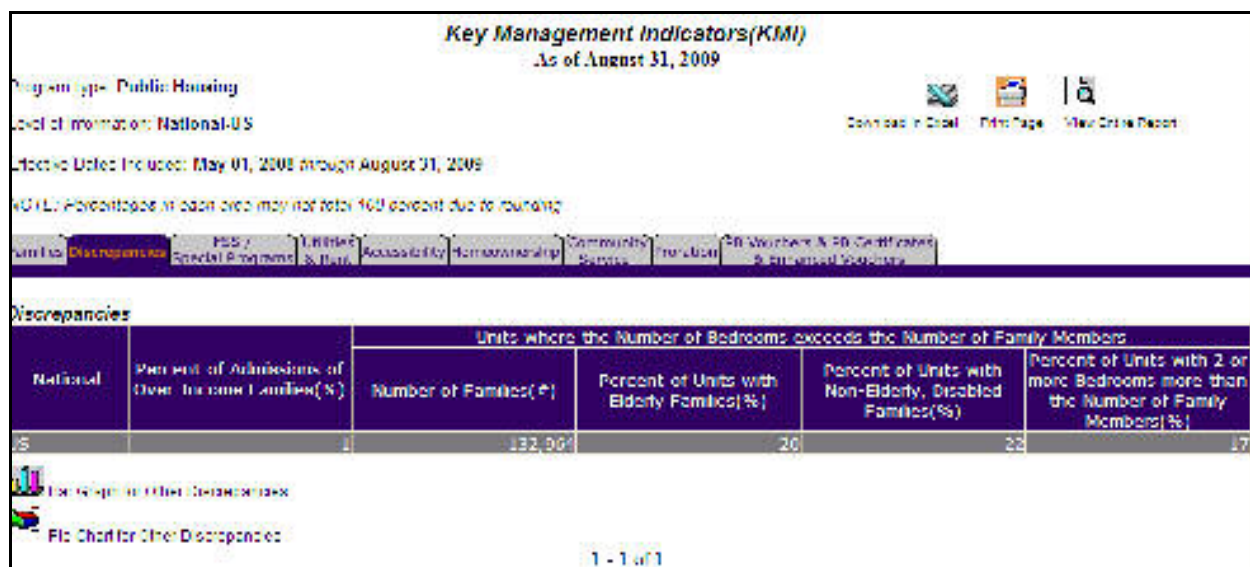


Figure 17: The Discrepancies tab of the KMI Report

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

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



1.0 Form 50058

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

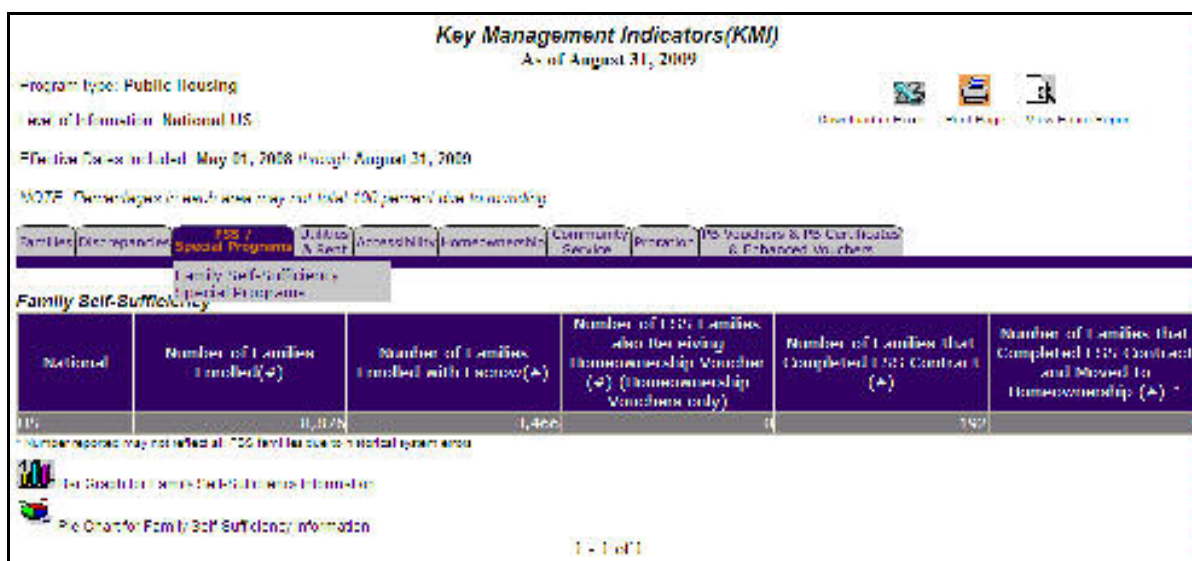


Figure 18: Family Self-Sufficiency option of the FSS/Special Programs tab (KMI Report)

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

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



1.0 Form 50058

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

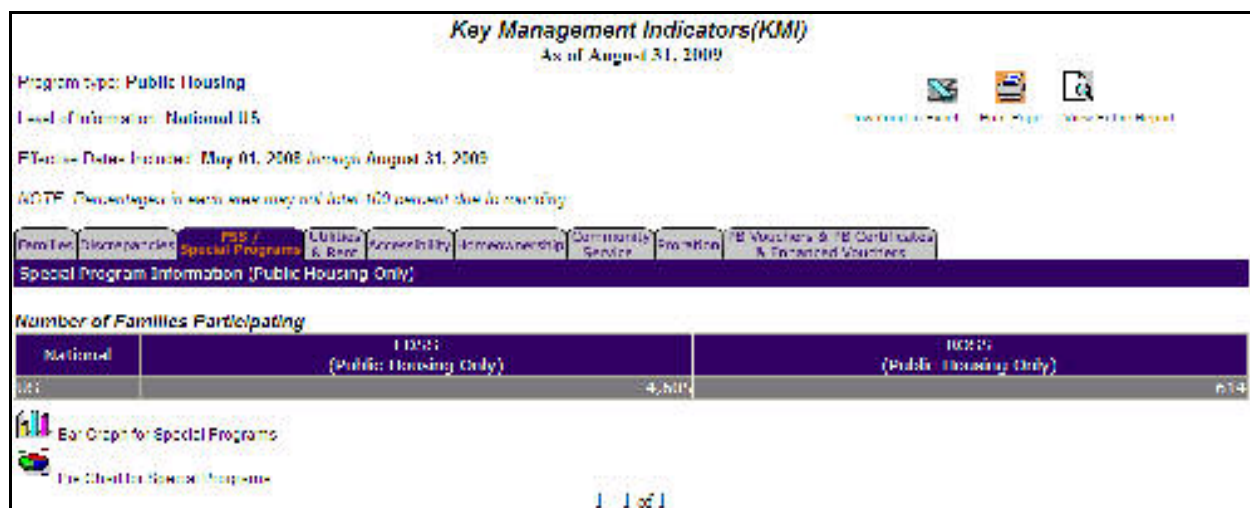


Figure 19: Special Programs option of the FSS/Special Programs tab (KMI Report)

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

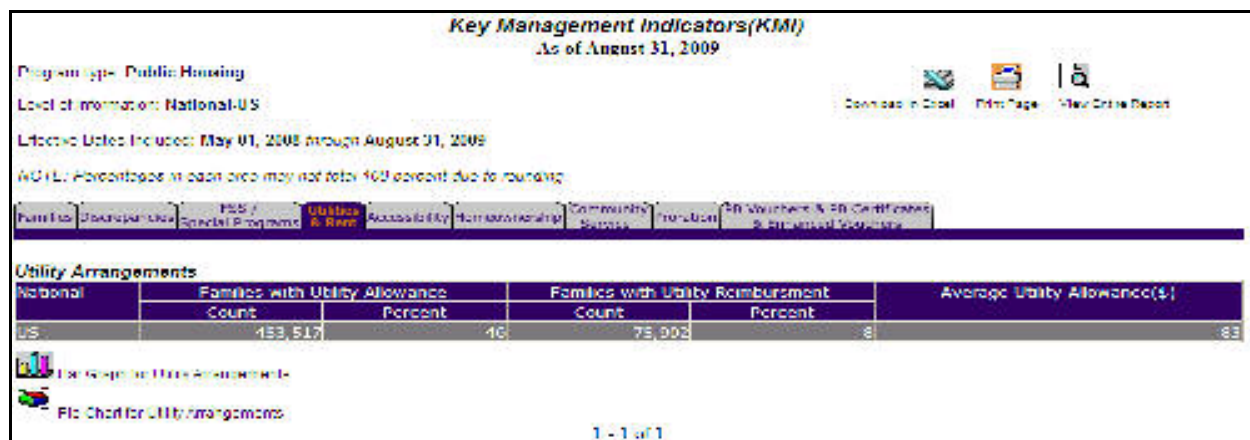


Figure 20: The Utility Arrangements option of the Utilities & Rent tab (KMI Report)

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

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



1.0 Form 50058

- 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.



1.0 Form 50058

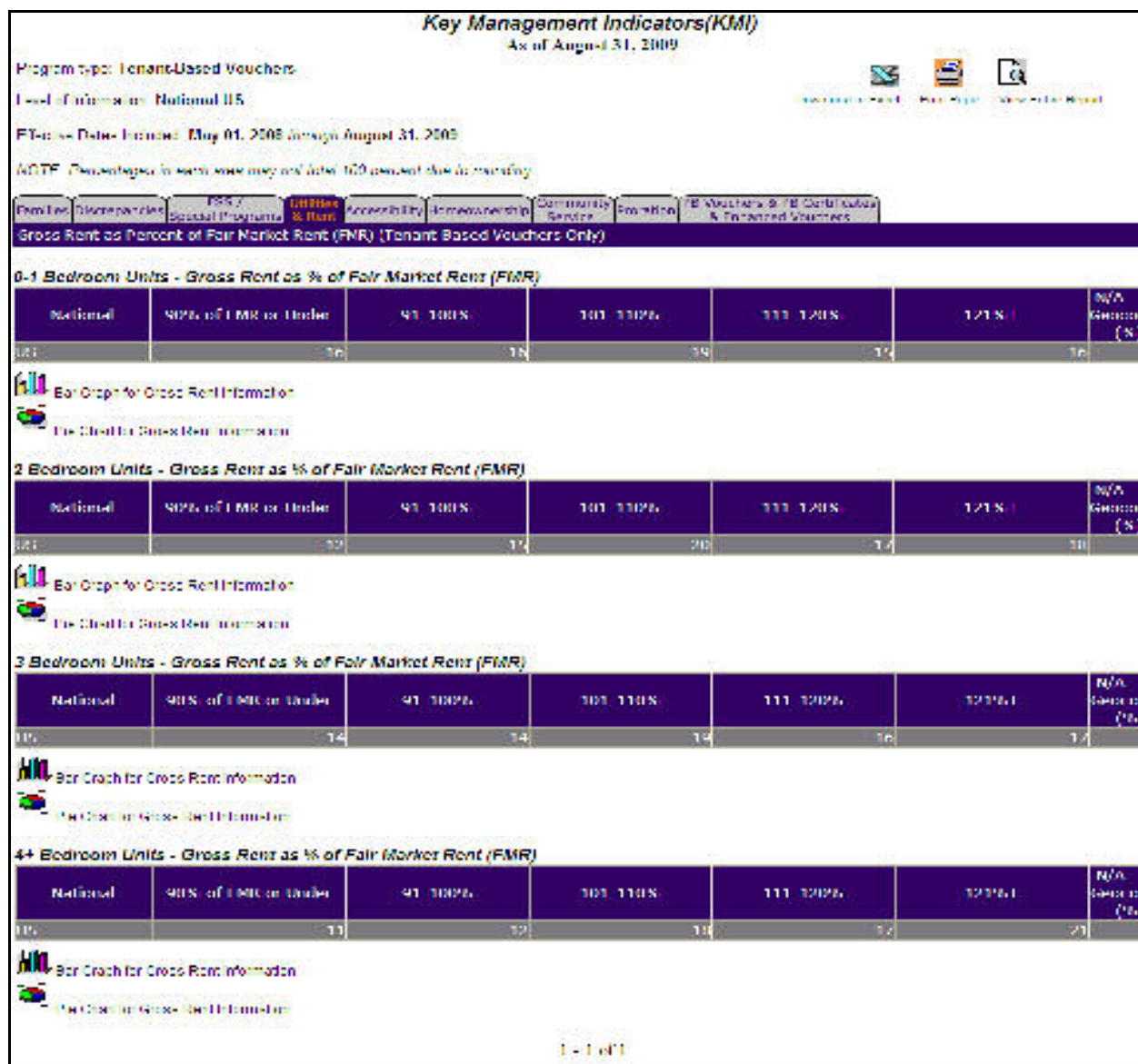


Figure 21: The Gross Rent as Percent of Fair Market Rent option of the Utilities & Rent tab(KMI Report)

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.



1.0 Form 50058

- 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.

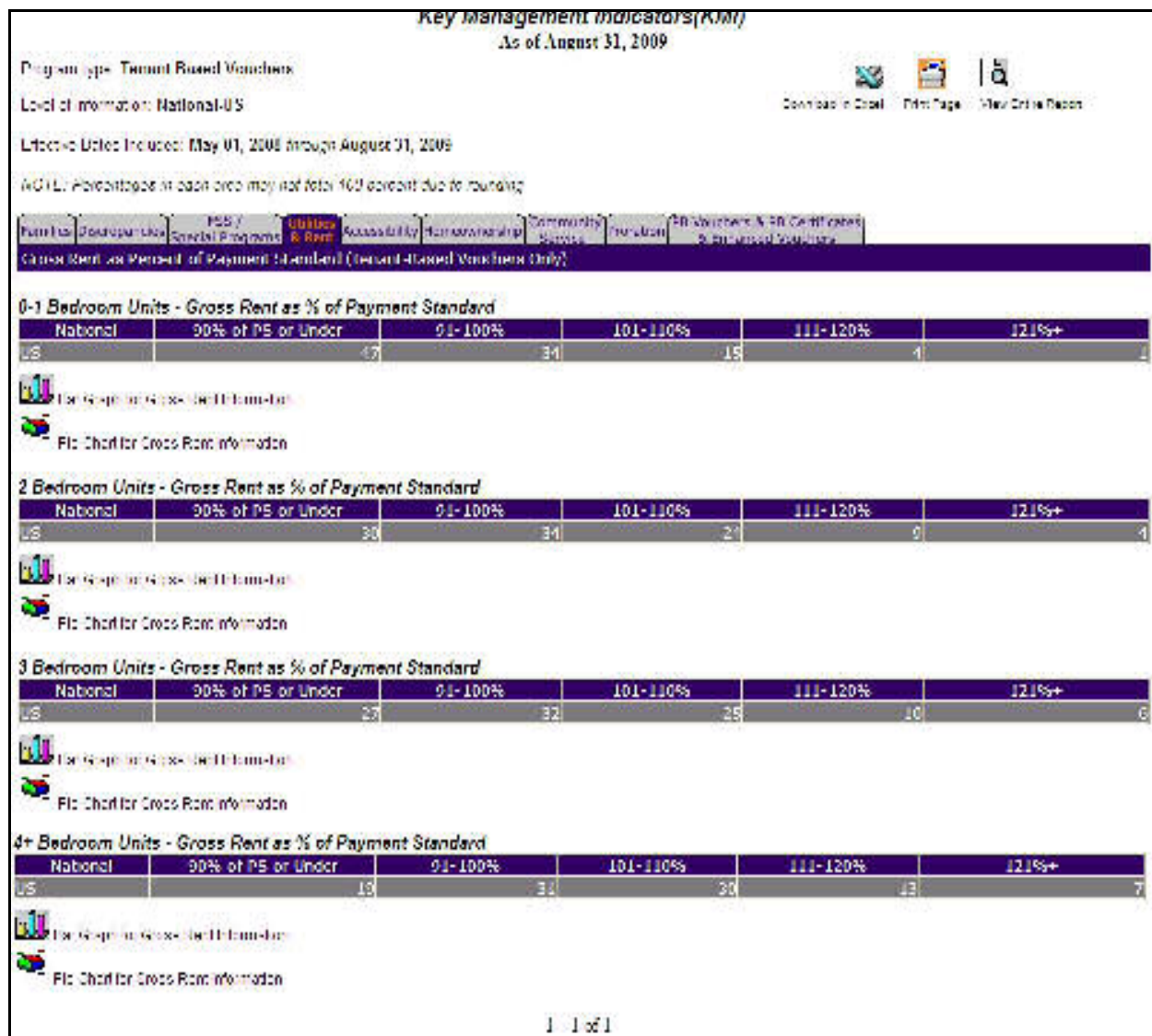


Figure 22: The Gross Rent as a Percent of Payment Standard option of the Utilities & Rent tab(KMI Report)

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



1.0 Form 50058

- 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.

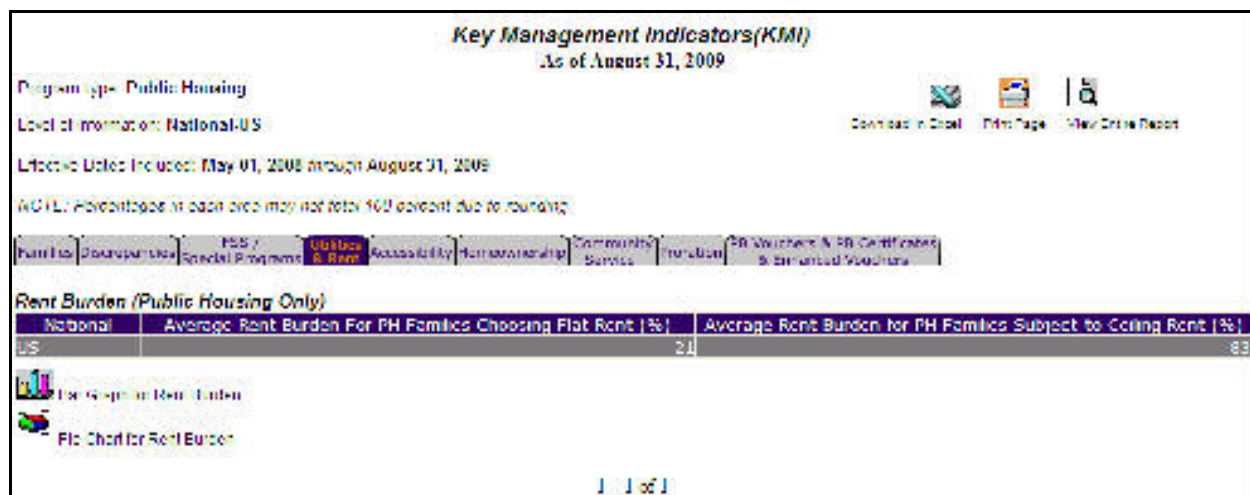


Figure 23: The Rent Burden option of the Utilities & Rent tab(KMI Report)

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 less 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 – 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%



1.0 Form 50058

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

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

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

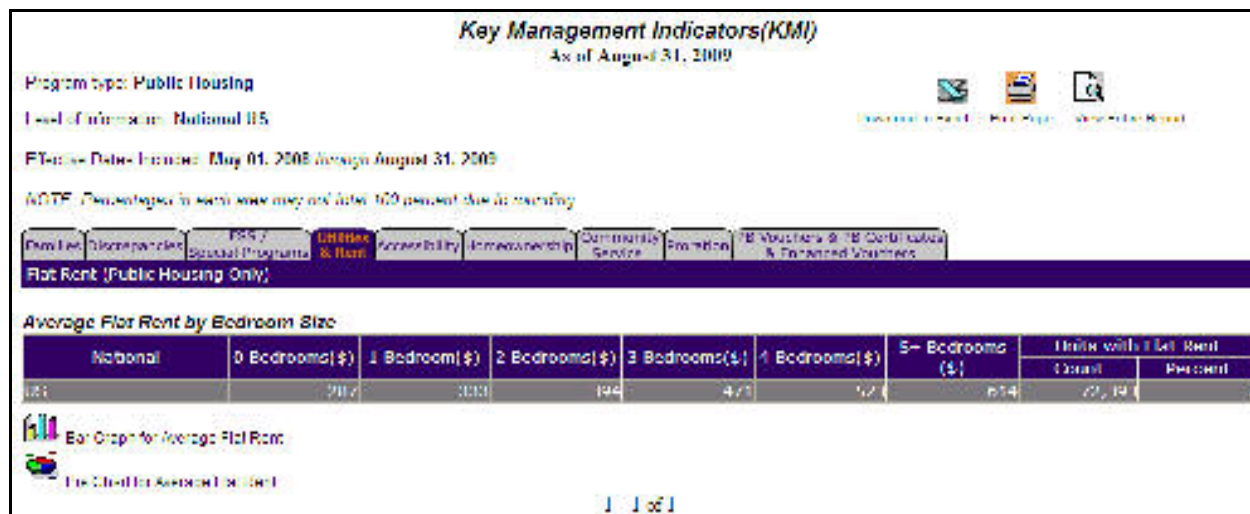


Figure 24: The Average Flat Rent by Bedroom Size option of the Utilities & Rent tab (KMI Report)

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

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



1.0 Form 50058

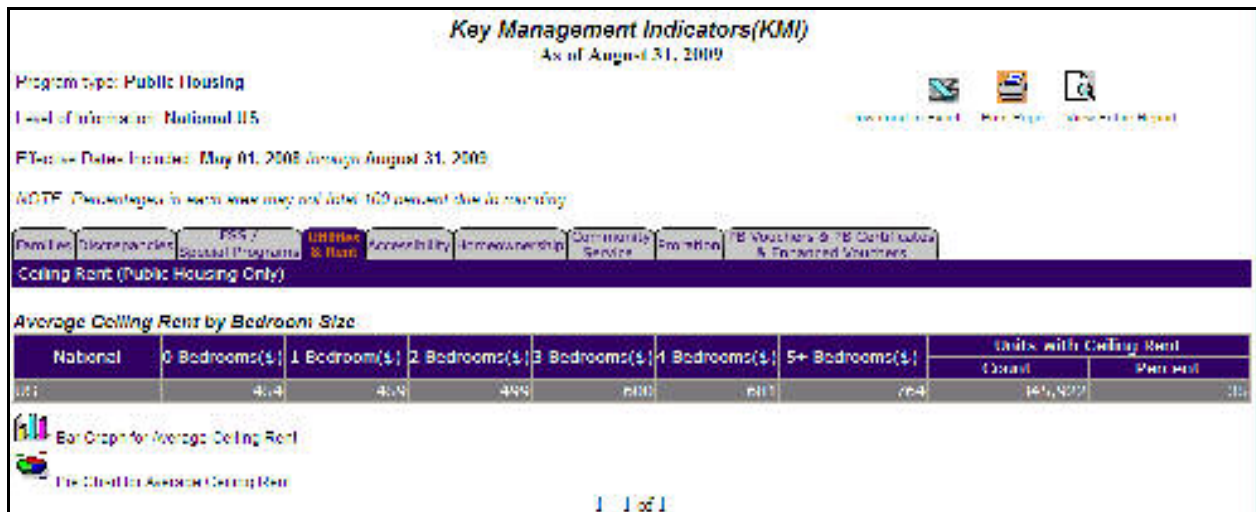


Figure 25: The Average Ceiling Rent by Bedroom Size option of the Utilities & Rent tab(KMI Report)

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

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

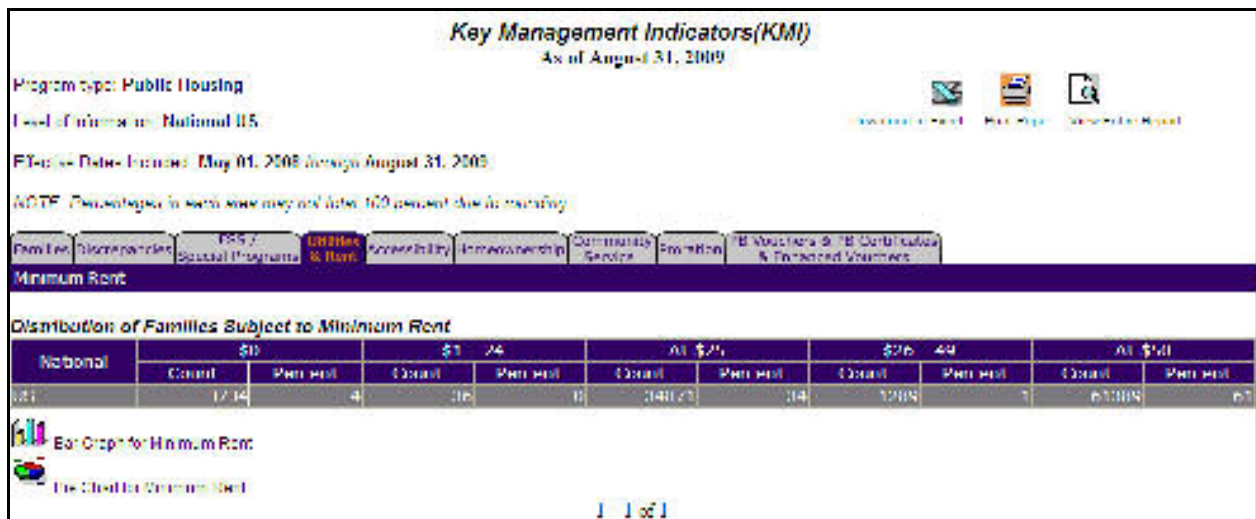


Figure 26: The Distribution of Families Subject to Minimum Rent option of the Utilities & Rent tab (KMI Report)

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



1.0 Form 50058

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

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

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

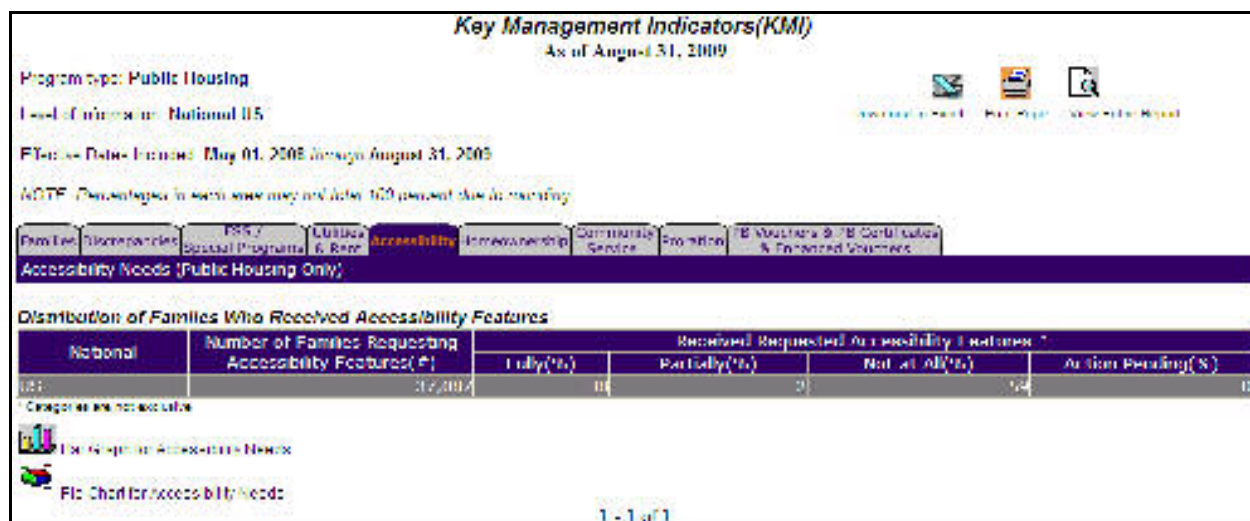


Figure 27: The Accessibility tab of the KMI Report

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

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



1.0 Form 50058

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

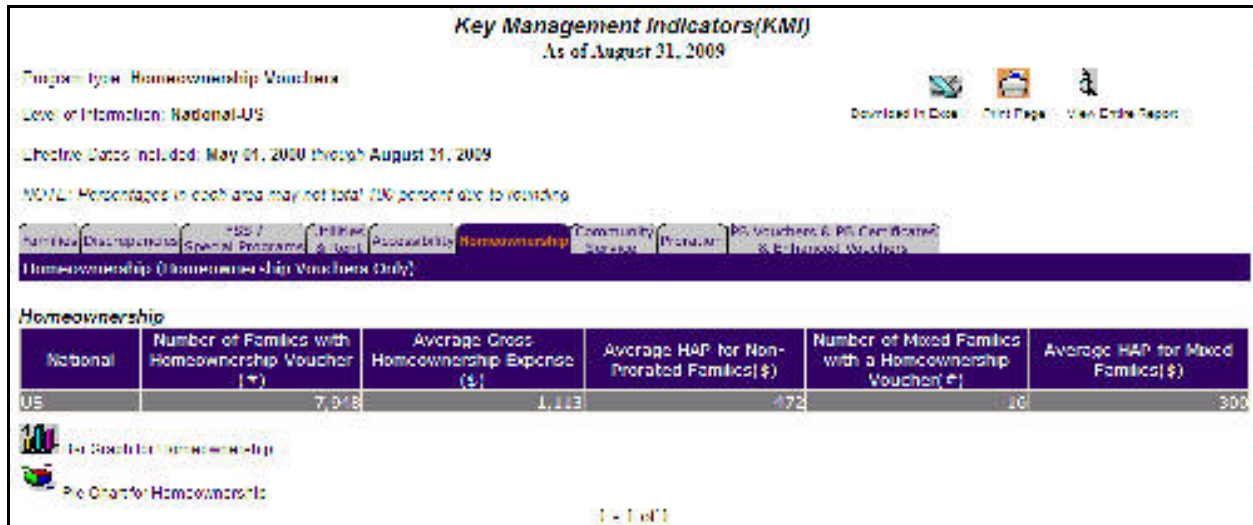


Figure 28: The Homeownership tab of the KMI Report

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

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



1.0 Form 50058

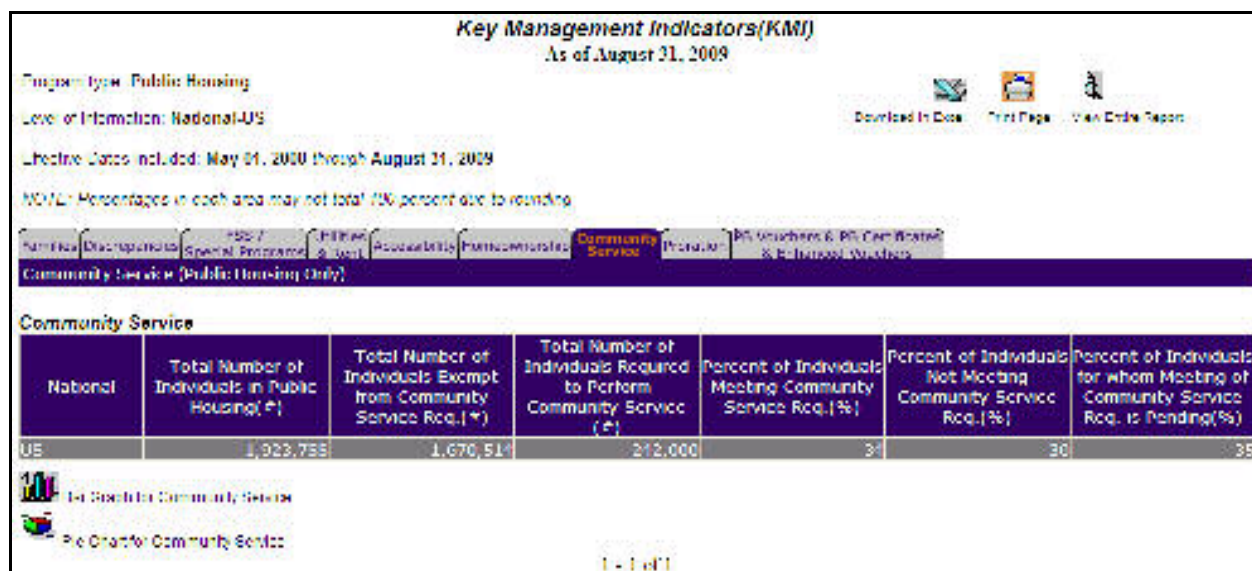


Figure 29: The Community Service tab of the KMI Report

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

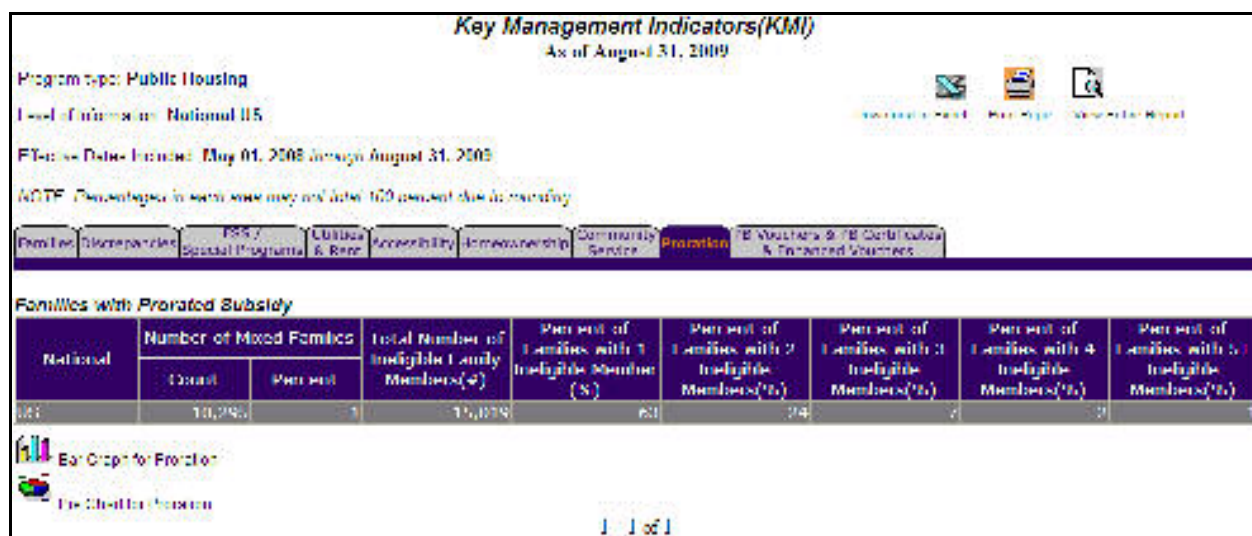


Figure 30: The Proration tab of the KMI Report

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



1.0 Form 50058

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

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

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

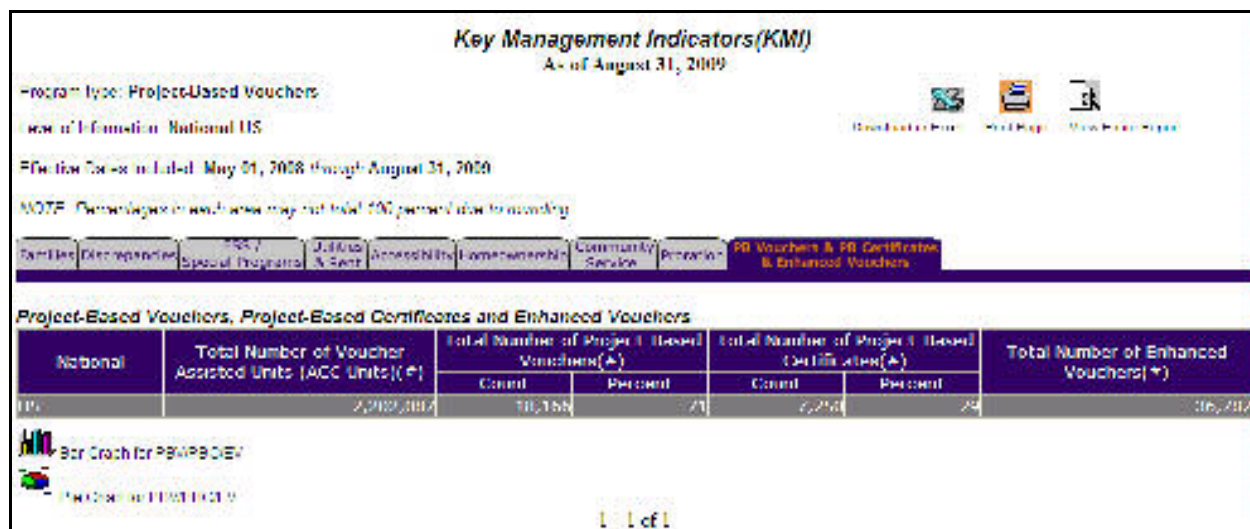


Figure 31: The PB Vouchers & PB Certificates & Enhanced Vouchers tab of the KMI Report

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

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





1.0 Form 50058

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

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

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
 - Print Page: The report prints as a web page.
- Note:** For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.



Figure 33: The options for further use of report data

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

1.1.5 The Families Ending Participation Report

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



1.0 Form 50058

RCR	Rent Calc	HQS	SEMAP	New Adm	Rent & Rent Burden	Income
Delinquency	Reexam	Decon	KMI	EOP	Mob & Port	Budget Rel. Averages

EOP Query

End Of Participation Report

Select Program Type:

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 Typelist**. 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



1.0 Form 50058

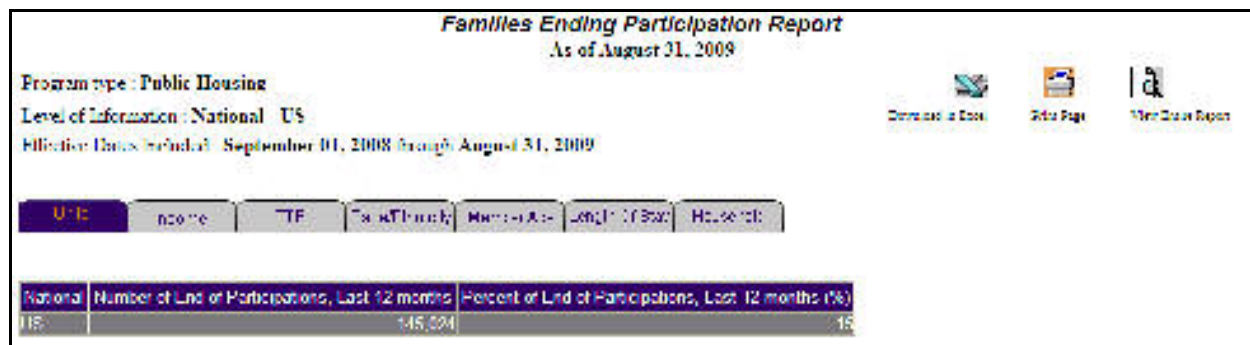


Figure 35: The Families Ending Participation Report

1.1.5.1 Information Displayed in the Families Ending Participation Report

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

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



Figure 36 The Units tab of the Families Ending Participation Report

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

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

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

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



1.0 Form 50058

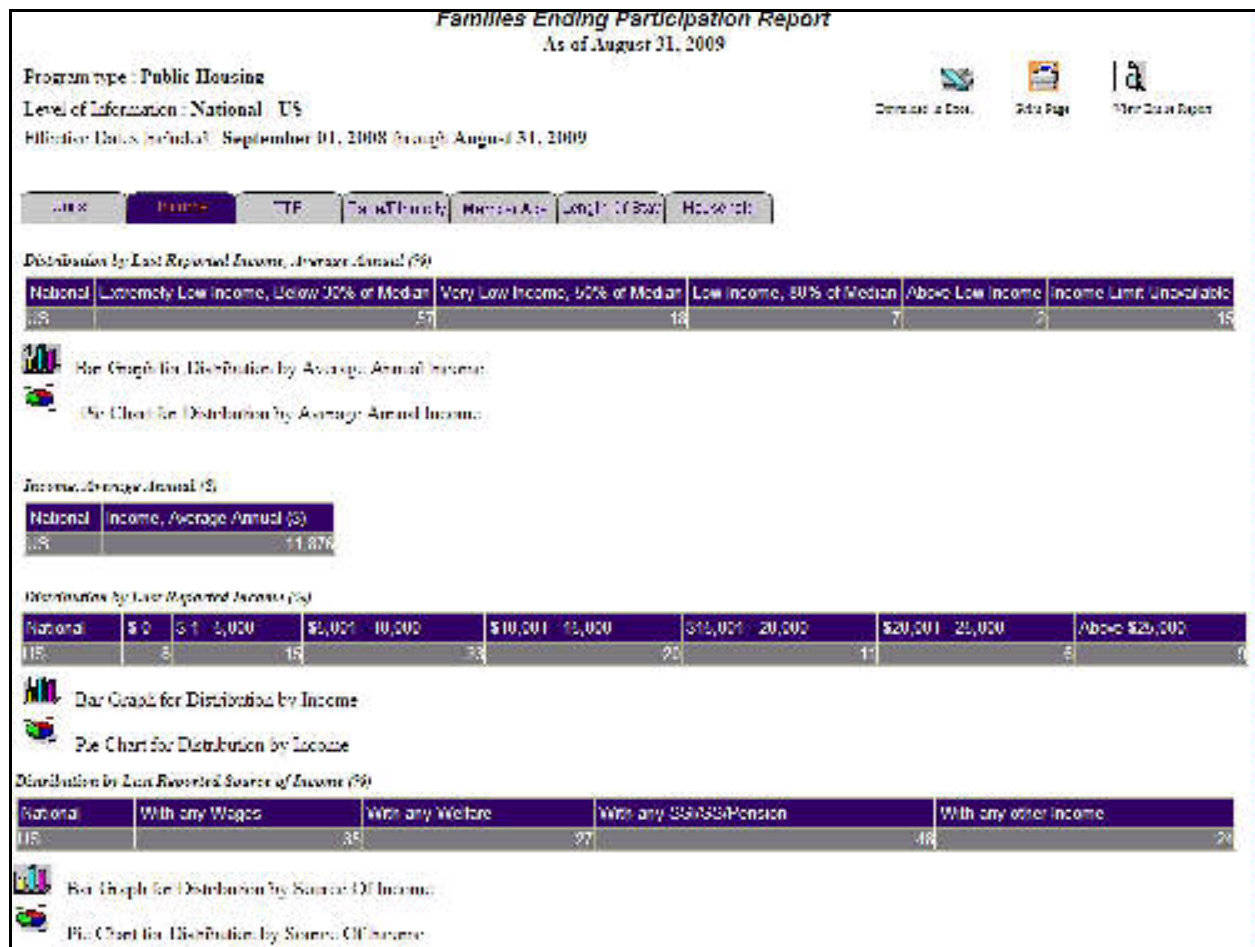


Figure 37: The Income tab of the Families Ending Participation Report

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.



1.0 Form 50058

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).

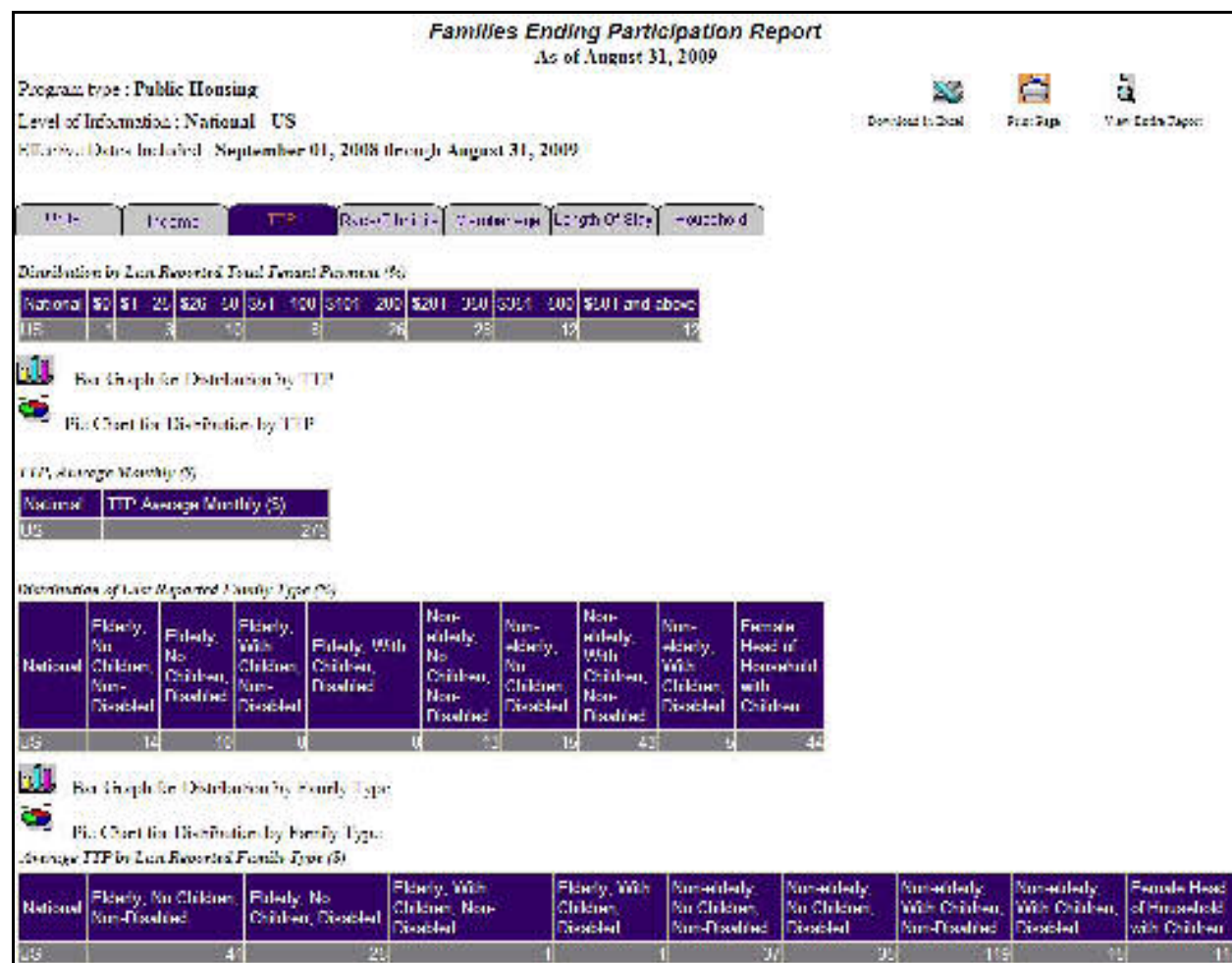


Figure 38: The TTP tab of the Families Ending Participation Report

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.).



1.0 Form 50058

The **Average TTP by Last Reported Family Type (\$)** section of 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 the public housing, tenant-based housing choice voucher funded assistance and Section 8 moderate rehabilitation programs. This report provides summarized information about those families.

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

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

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

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



1.0 Form 50058

The screenshot shows the 'RCR Query' interface. At the top, there is a navigation bar with tabs: RCR (selected), Rent Calc, HQS, SEMAP, New Adm, Rent & Rent Burden, Income, Delinquency, Reexam, Decon, KMI, EOP, Mob & Port, Budget, and Rel. Averages. Below the navigation bar, the title 'RCR Query' is displayed in a purple bar. The main section is titled 'Resident Characteristics Report'. Under this title, there is a 'Select Program Type:' dropdown menu with 'Public Housing' selected. Below this, there is a 'Select Level of Information:' section with a list of options: National, State, Field Office, Metropolitan Area, County, City or Locality, Public Housing Agency, Project, and Congressional District. All options are underlined and appear to be clickable links.

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.



1.0 Form 50058

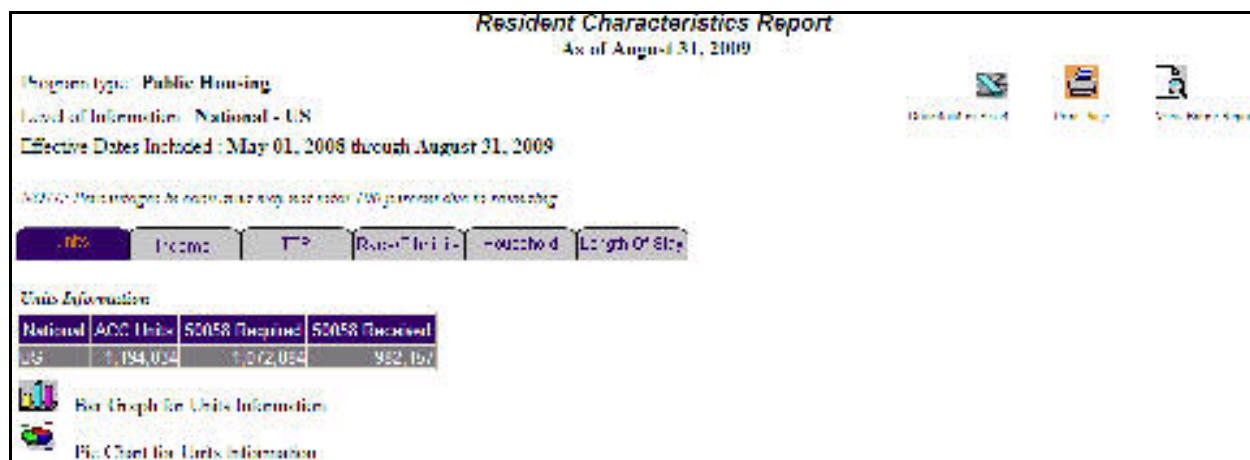


Figure 41: The Units tab of the RCR Report

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

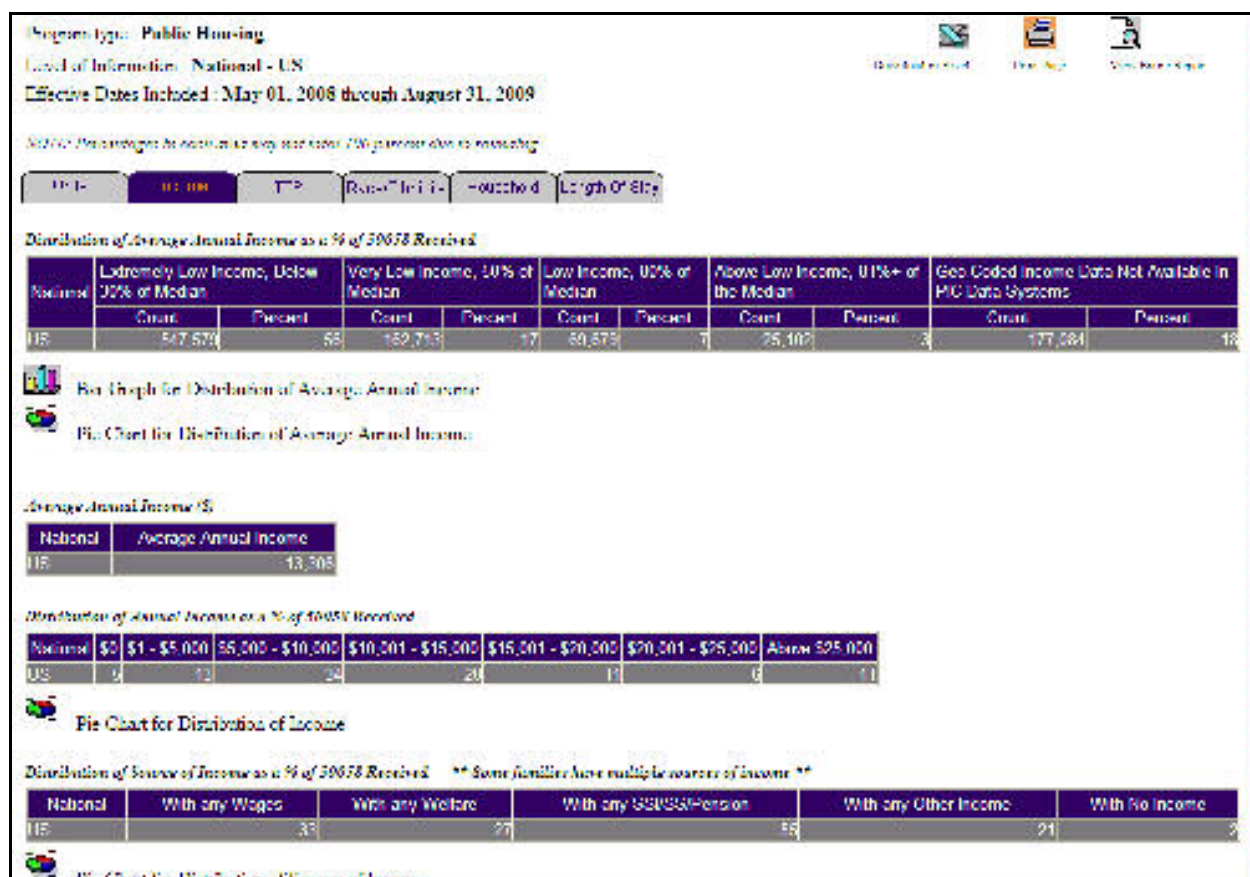


Figure 42: The Income tab of the RCR Report

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



1.0 Form 50058

- 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 percent of families for which the last reported income was less or equal 30 % of median income in the area.
- Very Low Income, 31% - 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 percent of families for which the last reported income was 31% - 50% of median income in the area.
- Low Income, 51% - 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 percent 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 percent 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 percent 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).



1.0 Form 50058

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).

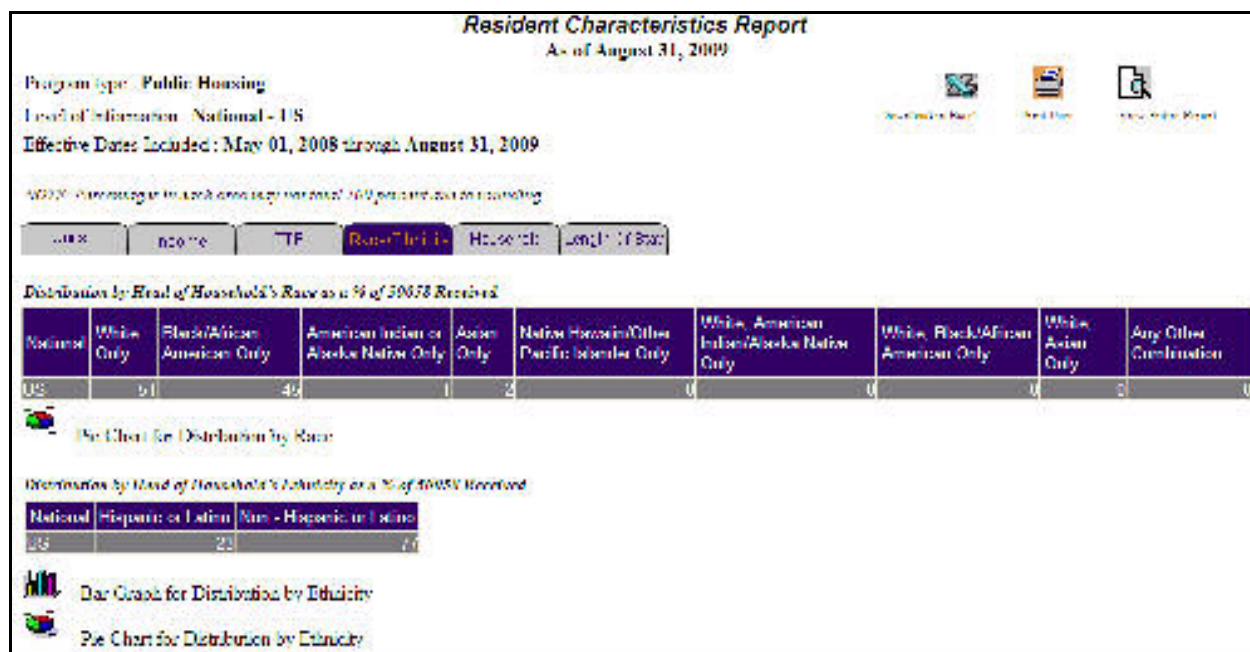


Figure 44: The Race/Ethnicity tab of the RCR Report

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).



1.0 Form 50058

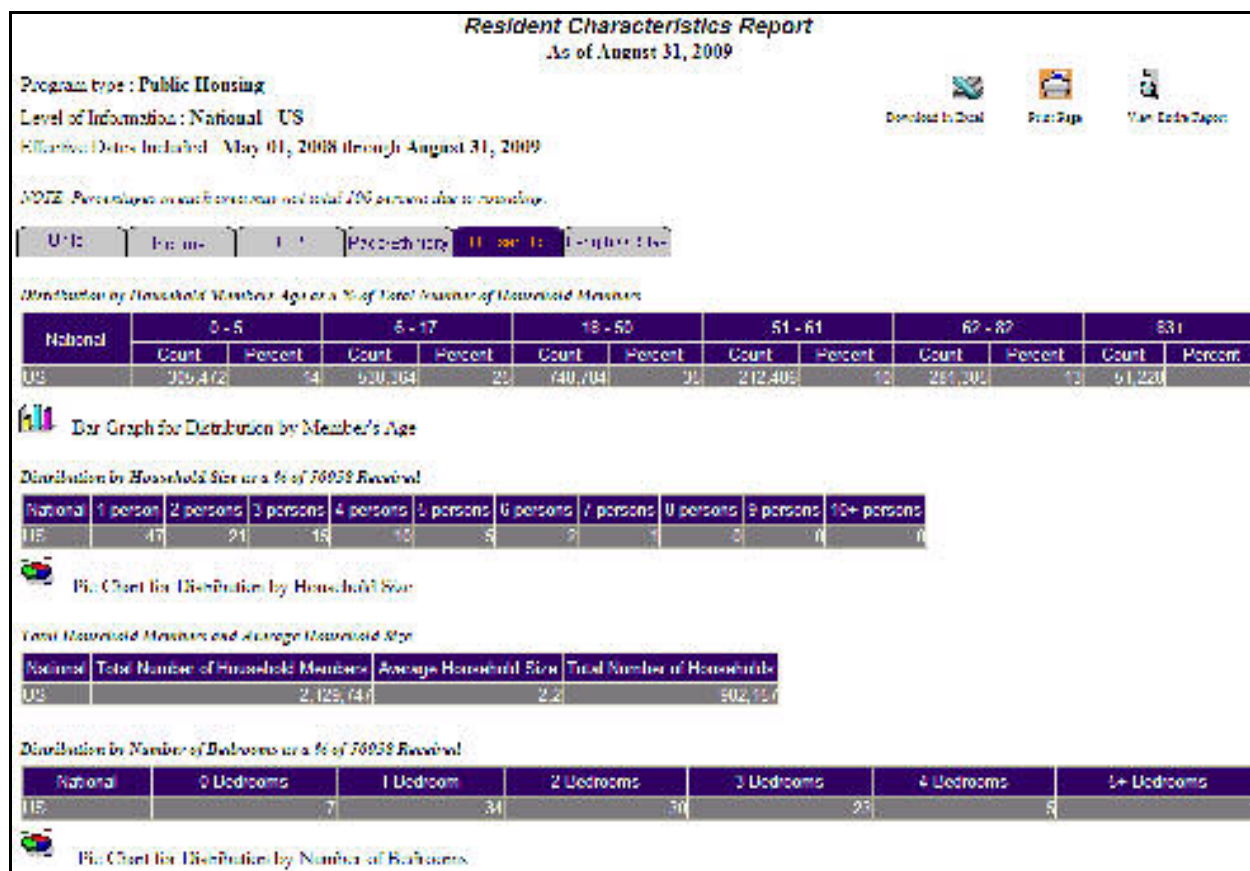


Figure 45: The Household tab of the RCR Report

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 total 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.



1.0 Form 50058

- 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).

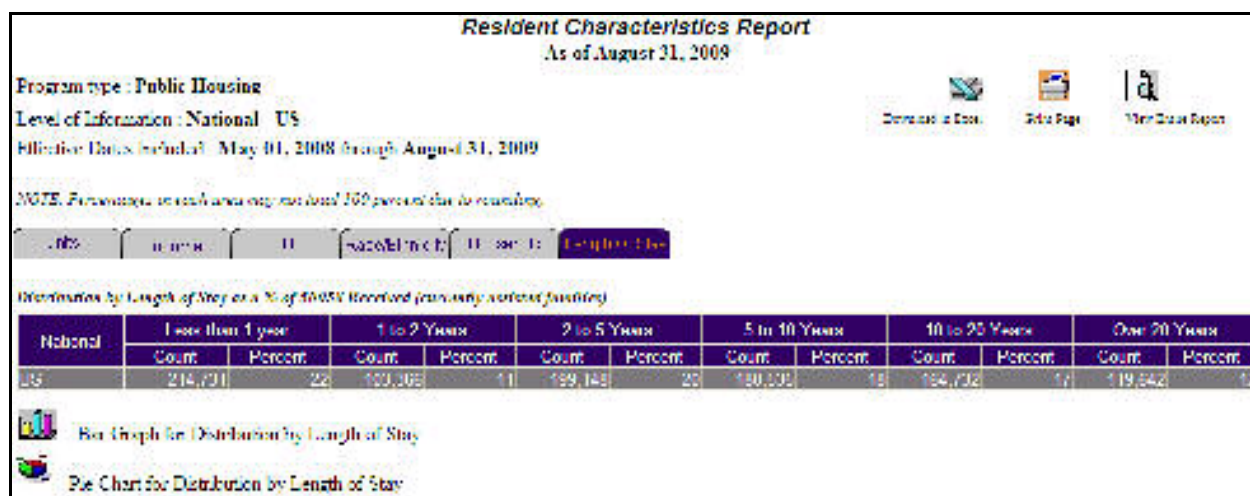


Figure 46: The Length of Stay tab of the RCR Report

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 assisted 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 assisted 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 assisted families who have lived in the subsidized housing units for 2 to 5 years. The Percent column displays the percent of



1.0 Form 50058

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.



1.0 Form 50058

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**.

RCR Rent Calc HQS **SEMAP** New Adm Rent & Rent Burden Income

Delinquency Reexam Decon KMI EOP Mob & Port Budget Rel. Averages

SEMAP **FSS**

SEMAP Indicators Report

[All Voucher Programs](#)

Housing Agency Selection:

☐ Within a State

☐ 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.



1.0 Form 50058

SEMAP Indicators Report
As of August 31, 2009

Housing Authority: **MEMCO**
Housing Authority V/L: **March 31**

[Download in Excel](#) [Print Page](#) [View Entire Report](#)

Current SEMAP Indicator Information			Most Recent SEMAP Indicator Information				
Indicator 9: Annual Reexaminations	Indicator 10: Current Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Eviction Filings	Indicator 14: Family Self-Sufficiency Fulfillment		
Reporting Rate as of August 31, 2009							
Program Type	VMS Units Leased	As of MM/YY	Port Outs	Port Ins	Number of 50058s Required (#)	Number of 50058s Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	191	7/09	14	21	530	171	32
Note: For Indicators 9-12 and 14, HUD mandates for SEMAP a Reporting Rate of at least 85 percent by the PHA's fiscal year end. If this threshold is not met, the PHA will receive zero points for these four indicators.							
Percent of Families with reexaminations overdue (%) (Percentage includes all reexaminations more than 2 months overdue. SEMAP scores: Under 5% = 10 points; 5% - 10% = 5 points; greater than 10% = 0 points. (Percentages shown as red and bold denote indicated SEMAP scores.)							
Number of Families in Current Database				Number of Late Reexaminations			
104				5			
[+] Families with reexaminations overdue							

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.



1.0 Form 50058

- 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):

SEMAP Indicators Report
As of August 31, 2009

Housing Authority: **IND003**
Housing Authority FYF: **March 31**

Download as Excel | Print Page | View Print Report

Current SEMAP Indicator Information | **Most Recent SEMAP Indicator Information**

Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract IUS Inspections	Indicator 12: Annual IUS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment		
Reporting Rate as of August 31, 2009							
Program Type	VMS Units Received	Age of MMYY	Unit-Date	Unit-Info	Number of 50258s Required (P)	Number of 50258s Reported (A)	Reporting Rate (%)
All Member Family Assistance	591	7 MM	1	7	508	471	93
Percent of Families with incorrect rent calculation (%) (SEMAP scores zero points when more than 2 percent of the Housing Authority's tenant rent calculations are incorrect as indicated by percentages shown in red and bold.)							0
Number of Families in Current Database					Number of Rent Discrepancies		
595					0		
[4] Families with Incorrect rent calculation(s):							

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.



1.0 Form 50058

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):

SEMAP Indicators Report
As of August 31, 2009

Housing Authority: MDUFG
Housing Authority Y/L: March 31

Download as Excel Print Page View Table Report

Current SEMAP Indicator Information **Most Recent SEMAP Indicator Information**

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

Reporting Rate as of August 31, 2009

Program Type	VMS Units Leased	As of MM/YY	Port Outs	Port Ins	Number of Units Required (if)	Number of Units Reported (%)	Reporting Rate (%)
WV Voucher Funded Assistance	191	7/09	14	21	600	171	29

Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%)
(SEMAP scores zero points when fewer than 98 percent of newly leased units pass the HQS inspection before the beginning
of the lease/HAP as indicated by percentages as shown in red and bold.)

Number of Families in Current Database: 20
Number of Inspections On or Before Effective Date: 72

[] Families whose HQS inspection did not pass before lease and HAP contract:

Last name, First name, Middle Initial	Date unit passed precontract HQS inspection	Effective date of HAP contract
Jones M M	1/25/2009	02/01/2009
Jones M	01/05/2009	01/01/2009

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:



1.0 Form 50058

- 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.

SEMAP Indicators Report
As of August 31, 2009

Housing Authority: MD003
Housing Authority YL: March 31

Download in Excel Print Page View Entire Report

Current SEMAP Indicator Information **Most Recent SEMAP Indicator Information**

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

Reporting Rate as of August 31, 2009

Program Type	VMS Units Leased	As of MM/YY	Port Out	Port In	Number of VOUCHERS Required (#)	Number of VOUCHERS Reported (#)	Reporting Rate (%)
All Voucher Funded Assistance	191	7/09	14	21	930	171	19

Percent of units under contract where annual HQS inspection is overdue (%)
(Percentage includes all HQS inspections more than 2 months overdue. SEMAP scores: Under 5% = 10 points, 5% - 10% = 5 points, greater than 10% = 0 points.
Percentages shown as red and bold point is reduced SEMAP score.)

Number of Families in Current Database	Number of Late Inspections
492	2

[+] Families with annual HQS inspections overdue:

Last name, First name, Middle Initial	Date of last HQS Inspection	Number of Months since Last HQS Inspection
Anderson, G. H.	10/16/2007	22
Sanchez, L.	02/12/2008	15
Montgo, A. A.	02/12/2008	15
Proctor, C. A.	04/11/2008	15

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 **Families with annual HQS Inspection overdue** list, then the program displays the families who occupied the unit before the effective date of the HQS inspection providing the following details:



1.0 Form 50058

- 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):



1.0 Form 50058

SEMAP Indicators Report
As of August 31, 2009

Issuing Authority: MD203
Issuing Authority FVF: March 31

[Download Data](#) [Print Page](#) [View Email Report](#)

Current SEMAP Indicator Information

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

Failed!	Failed Evidence	Points
80% or more	80% or more	10
60%-79%	80% or more	8
80% or more	Less than 50%	5
Less than 50%	80% or more	5
60%-79%	Less than 50%	3
Less than 50%	Less than 50%	0

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

Number of Mandatory Slots (#)	Number of Families Enrolled (#)	Percent of Families Enrolled (%)	Number of Families with Progress Report and Escrow Balances (#)	Percent of Families with Progress Report and Escrow Balances (%)
24	20	100	2	29

[] Families enrolled in Voucher FSS Program:

Last name, First name, Middle Initial	Amount of Escrow (\$)	Report Type: Enrollment (L) or Progress (P)
DUZ, N	0	P
Godwin, J	0	P
Arts, J	0	P
Ream, L	314	L
Simmons, J	0	L
James, I	44	L

Number of Families completing FSS contract 1

[] Families completing FSS Contracts:

Last Name, First Name, Middle Initial	Use Effective Date of Action
DeWard, L	10/1/2009

* As provided by the FVA to Indicator 14 (g) from the last SEMAP Certification and confirmed by the Field Office. This number may have decreased via families now graduated from the program. Also data may not include approved exceptions to mandatory slots.

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

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



1.0 Form 50058

- **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).



1.0 Form 50058

SEMAP Indicators Report

As of March 31, 2009

Housing Authority: MD003
 Housing Authority FYS: March 31
 Total Units: 145
 Total Family Self-Sufficiency Units: 145
 Family: 100%

[Download Data](#) [Print Page](#) [View Email Report](#)

Current SEMAP Indicator Information				Most Recent SEMAP Indicator Information					
Indicators 1-7: Indicator details	Indicator 8: Payment Standards	Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HUD Inspections	Indicator 12: Annual HUD Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus	
<p><i>Note: The responses displayed are from the PHA's SEMAP self-inspection Form HUD-90058 only.</i></p>									
				HUD Response		Indicator Points			
						Possible			Actual
Indicator 1: Selection from the Waiting List						15			15
(a) PHA has written policies for waiting list				Yes					
(b) Quality control showed that at least 90% of families were correctly selected.				Yes					
Indicator 2: Reasonable Rent						20			20
(a) PHA has written method and implements rent reasonableness policy				Yes					
(b) Quality control showed that PHA follows no rent reasonableness method as required for:				At least 90% of units sampled					
Indicator 3: Determination of Adjusted Income						20			20
Quality control sample that adjusted income is correctly verified and determined for:				At least 90% of files sampled					
Indicator 4: Utility Allowance Schedule						5			5
The HUD maintains an up-to-date utility allowance schedule in accordance with 24 CFR 982.217				Yes					
Indicator 5: HQS Quality Control Inspections						5			5
PHA supervisor inspected sample units for quality control or HUD inspections in accordance with 24 CFR 982.405(b) and 24 CFR 982.2				Yes					
Indicator 6: HQS Enforcement						10			10
Quality control entered HUD shows that all deficiencies were corrected in accordance with 24 CFR 982.404				At least 90% of cases sampled					
Indicator 7: Expanding Housing Opportunities (only for HUDs within metropolitan FMRs)						5			5
(a) HUD has written policy to encourage participation of owners outside of severely or minimally concentration areas				Yes					
(b) HUD took action in accordance with written policy to encourage participation of owners outside of severely or minimally concentration areas				Yes					
(c) HUD has made to show areas outside of poverty and minority concentration including information on job opportunities, schools and services to use in finding voucher holders				Yes					
(d) HUD's information packet includes a list of owners or properties or organizations to help voucher holders find units outside of poverty or minority concentration areas				Yes					
(e) HUD's information packet includes distribution of pamphlet and includes neighborhood PHA information				Yes					
(f) HUD analyzed whether voucher holders have experienced difficulties finding housing outside areas of poverty or minority concentration and had considered appropriateness of exception payment standards in any part of its jurisdiction				Yes					

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



1.0 Form 50058

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
As of March 31, 2009

Tracking Authority: MD503
Tracking Authority FIVE: March 31
Total Points: 145
Total Possible Points: 145
Score: 100%

Download in Excel | Print Page | View Email Report

Current SEMAP Indicator Information		Most Recent SEMAP Indicator Information						
Indicators 1-8: Indicator details	Indicator 8: Payment Standards	Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HUD Inspections	Indicator 12: Annual HUD Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus

Indicator 8: Payment Standards

The PHA has adopted current payment standards for the voucher program by unit size for each PHA area in the PHA jurisdiction and, if applicable for each PHA designated section 8 PHA area, which do not exceed 100% of the current applicable PHA and which are not less than 80 percent of the current HUD published lower percent is approved by HUD.

PHA Response: **Yes**

Fair Market Rents	Indicator Points				
	Possible	Actual			
	9	9			

FMR Area	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
West Ar. Alex DCV/MD	1002	1121	1210	1647	2117

Payment Standards

FMR Area	0 Bedroom	1 Bedroom	2 Bedrooms	3 Bedrooms	4 Bedrooms
West Ar. Alex DCV/MD	802	1018	1155	1492	1941

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.

1.0 Form 50058

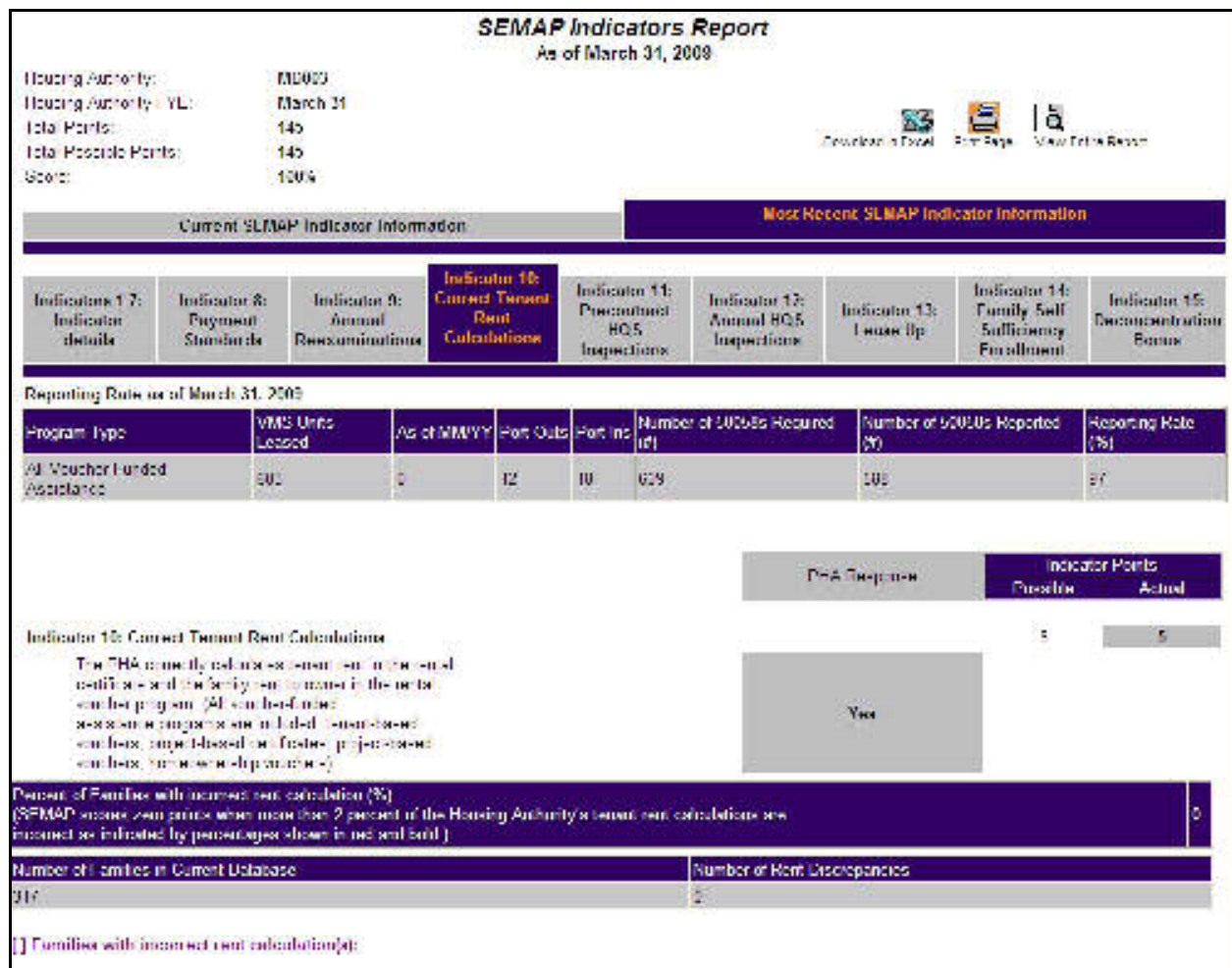


Figure 58: The Indicator 10 of the Most Recent SEMAP Indicator Information tab (SEMAP Indicators Report)

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).



1.0 Form 50058

SEMAP Indicators Report
As of March 31, 2009

Housing Authority: MD053
Housing Authority FYF: March 31
Total Points: 145
Total Possible Points: 145
Score: 100%

[Download Report](#) [Print Report](#) [View Print Report](#)

Current SEMAP Indicator Information				Most Recent SEMAP Indicator Information				
Indicators 1-7: Indicator details	Indicator 8: Payment Standards	Indicator 9: Annual Recertifications	Indicator 10: Current Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus

Reporting Rate as of March 31, 2009

Program Type	VMS Units Leased	As of MM/YY	Pre-Date	Post-Date	Number of 50058s Requested (P)	Number of 50058s Requested (A)	Reporting Rate (%)
All Voucher-Funded Assistance	507	0	12	18	610	585	97

Indicator 11: Pre-contract HQS Inspections

Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract.

PHA Response:

Indicator Points	
Possible	Actual
1	1

Percent of units that did pass HQS inspection before the beginning date of the assisted lease and HAP contract (%)
(SEMAP awards zero points when fewer than 95 percent of newly leased units pass the HQS inspection before the beginning of the lease/HAP, as indicated by percentages set shown in red and bold)

95

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).



1.0 Form 50058

SEMAP Indicators Report
 As of March 31, 2009

Housing Authority: **MD003**
 Housing Authority FYF: **March 31**
 Total Points: **145**
 Total Possible Points: **145**
 Score: **100%**

[Download Report](#)
[Print Page](#)
[View Table Headers](#)

Current SEMAP Indicator Information					Most Recent SEMAP Indicator Information			
Indicators 1-7: Indicator details	Indicator 8: Payment Standards	Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract IQS Inspections	Indicator 12: Annual IQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus

Reporting Rate as of March 31, 2009

Program Type	IMS Units Insured	Age of MMYY	Part-Occupied	Part-Empty	Number of 50258s Required (R)	Number of 50258s Reported (A)	Reporting Rate (%)
All Member Family Assistants	503	0	12	18	620	585	97

Indicator 12: Annual IQS Inspections

The PHA inspects each unit under contract at least annually.

Percent of units under contract where annual IQS inspection is overdue (%)
 (Percentage includes all IQS inspections more than 2 months overdue. SLWAP scores: Under 5% = 10 points; 5% - 10% = 9 points; greater than 10% = 0 points. Percentages shown as red and bold result in reduced SLWAP scores.)

PHA Response	Indicator Points	
	Possible	Actual
Yes	10	10

Number of Families in Current Database: **515**

Number of Late Inspections: **8**

14 Families with annual IQS inspections overdue:

Last name, First name, Middle initial	Date of last IQS inspection	Number of Months since last IQS inspection
Anderson, C. P.	10/19/2007	17
Benley, S. John R.	10/09/2007	17
Edwards, S.	10/01/2007	17
Smith, E. D.	11/07/2007	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.



1.0 Form 50058

SEMAP Indicators Report
As of December 31, 2007

Housing Authority: IL002
Housing Authority FYE: December 31
Total Points: 125
Total Possible Points: 145
Score: 86%

[Download in Excel](#) [Print Page](#) [View Table Report](#)

Current SEMAP Indicator Information						Most Recent SEMAP Indicator Information		
Indicator 1-7: Indicator details	Indicator 8: Payment Standards	Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus

Indicator 13: Lease-Up

The PHA awards lease-up contracts on behalf of eligible families for the number of units that have been under budget for at least one year.

PHA Response	Indicator Points	
	Possible	Actual
Yes	25	0

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
As of March 31, 2009

Housing Authority: MD003
Housing Authority FYE: March 31
Total Points: 145
Total Possible Points: 145
Score: 100%

[Download in Excel](#) [Print Page](#) [View Table Report](#)

Current SEMAP Indicator Information						Most Recent SEMAP Indicator Information		
Indicator 1-7: Indicator details	Indicator 8: Payment Standards	Indicator 9: Annual Reexaminations	Indicator 10: Correct Tenant Rent Calculations	Indicator 11: Precontract HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Lease-Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus

Indicator 14: Family Self-Sufficiency Enrollment

(a) PHA has enrolled families as required. (PHA filled at least 50% of the mandatory slots.)

(b) PHA has made progress in supporting LUS as measured by the percent of currently enrolled LUS families with progress reports and escrow account (at least 20% of LUS families with progress reports have positive escrow balances.)

PHA Response	Indicator Points	
	Possible	Actual
Yes	10	10

Indicator 14 is applicable only to PHAs with mandatory LUS programs. SEMAP scores:



Enrolled	Escrow Balance	Points
50% or more	20% or more	10
50% - 49%	20% or more	5
50% or more	Less than 20%	2
Less than 50%	20% or more	2

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



1.0 Form 50058

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 As of March 31, 2009									
Issuing Authority:		MD003							
Issuing Authority Year:		March 01							
Total Points:		145							
Total Possible Points:		145							
Score:		100%							
				  					
Current SEMAP Indicator Information				Most Recent SEMAP Indicator Information					
Indicator 17: Indicator Details	Indicator 8: Payment Standards	Indicator 9: Annual Recommendations	Indicator 10: Current Tenant Rent Calculations	Indicator 11: Prevalent HQS Inspections	Indicator 12: Annual HQS Inspections	Indicator 13: Turnover Up	Indicator 14: Family Self-Sufficiency Enrollment	Indicator 15: Deconcentration Bonus	
				PHA Response		Indicator Points			
						Possible	Actual		
Indicator 15: Deconcentration Bonus Indicator (optional and only for PHAs with jurisdiction in metropolitan FMR areas) PHA selected deconcentration bonus with this notification:				Yes		5	5		
Note: Only the completed option in the PHA's SEMAP Certification will be displayed below.									
Metropolitan Area Name(s): Frederick, Maryland									
1) a) Number of Section 8 families with children residing in the PHA in the principal opening year at the end of the last HA FY who have no possibly exempt units. A unit possibly exempt unit is a unit with a possibly exempt tenant the most possibly unit in the principal opening year of the HA FY in which the unit was first occupied.									
b) Total Section 8 families with children residing in the principal opening year at the end of the last HA FY.									
c) Percent of all Section 8 families with children residing in the possibly exempt units in the HA's principal opening year at the end of the last HA FY (this is calculated by dividing the number of units by the total number of units).				Yes					
2) a) Percent of all Section 8 families with children residing in the possibly exempt units during the last completed HA FY.									
b) Number of Section 8 families with children who moved in the possibly exempt units during the last completed HA FY.									
c) Number of Section 8 families with children who moved in during the last completed HA FY.									
d) Number of Section 8 families with children who moved in during the last completed HA FY (this is calculated by dividing the total number of units by the total number of units).				No					
e) Total number of units who moved in during the last completed HA FY.									
3) a) Percent of all Section 8 families with children that moved in the possibly exempt units at the end of the last completed HA FY.									
b) Number of Section 8 families with children who moved in during the last completed HA FY.									
c) Number of Section 8 families with children who moved in during the last completed HA FY.									
d) Percent of all Section 8 families with children who moved in the possibly exempt units during the last completed HA FY (this is calculated by dividing the total number of units by the total number of units).				No					
e) Total number of units who moved in during the last completed HA FY.									



1.0 Form 50058

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

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

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
 - Print Page: The report prints as a web page.
- Note:** For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.



Figure 64: The options for further use of report data

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

1.1.8 The FSS Report

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

Figure 65 The FSS Report settings

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

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



1.0 Form 50058

FSS Report
As of March 31, 2010

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

Download Report in Excel Print this report page
Select IIA Code: MD004

Click on for Ascending sort and on for Descending sort
FSS Information for the selected IIA:

Program Type	SSN	First Name	Last Name	FSS Report Type	Delinquent Amount	Amount Balance Amount
VO	090528521	awamawfu	amawfu	P	0	0
VO	066587830	byawaw	awamawfu	P	0	0
VO	075588486	awamaw	awamaw	P	0	14966
VO	111925538	awamaw	awamaw	P	1100	251
VO	145827780	awamaw	awamaw	P	0	0
VO	212255861	awamaw	awamaw	P	0	0
VO	213546016	awamaw	awamaw	P	0	0
VO	215118911	awamaw	awamaw	P	0	0
VO	229110909	awamaw	awamaw	P	0	418
VO	250331181	awamaw	awamaw	X	0	11909
VO	362886954	awamaw	awamaw	P	0	0
VO	572356129	awamaw	awamaw	P	0	6617
VO	577026462	awamaw	awamaw	P	0	666
VO	577011562	awamaw	awamaw	P	0	0
VO	577082711	awamaw	awamaw	P	0	0
VO	578278121	awamaw	awamaw	P	0	0
VO	578945245	awamaw	awamaw	X	0	12768
VO	578918176	awamaw	awamaw	P	5000	11615
VO	579980582	awamaw	awamaw	P	0	9595

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.



1.0 Form 50058

RCR	Rent Calc	HQS	SEMAP	New Adm	Rent & Rent Burden	Income
Delinquency	Reexam	Decon	KMI	EOP	Mob & Port	Budget Rel. Averages
HQS Report Newly Leased Units Query						
HQS Inspection Report						
Select Program Type : <input type="text" value="Voucher-Funded Assistance"/>						
Select Level of Information: Public Housing Agency						

Figure 67: The HQS Report settings

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.



1.0 Form 50058

HQS Inspection Report
As of March 31, 2010

Program Type: Voucher Funded Assistance
Level of Information: ILA within Field Office 2APH
HA Code: NY005
HA Name: New York City Housing Authority

Select Page: 500 | 10

Report Item No.	Head Of Household Name	Head Of Household SSN	Last HQS Inspection Date	Number of Months Since Last HQS Inspection
1	milwade milwade	055658537	03/16/2010	123
2	milwade milwade	587523794	05/28/2010	120
3	milwade milwade	004552585	01/17/2010	85
4	milwade milwade	201020501	12/15/2010	78
5	milwade milwade	078057597	01/14/2010	77
6	milwade milwade	584927433	03/07/2010	75
7	milwade milwade	005123501	01/14/2010	65
8	milwade milwade	055720507	07/04/2010	64
9	milwade milwade	131020504	05/25/2010	58
10	milwade milwade	121550183	05/07/2010	57
11	milwade milwade	157550512	10/20/2010	56
12	milwade milwade	005723578	12/25/2010	54
13	milwade milwade	201820425	03/05/2010	51
14	milwade milwade	054551567	03/15/2010	51
15	milwade milwade	201510500	05/25/2010	45
16	milwade milwade	084027468	05/25/2010	45
17	milwade milwade	065552562	05/15/2010	48
18	milwade milwade	085020515	07/07/2010	47
19	milwade milwade	121056505	07/25/2010	47
20	milwade milwade	007056298	05/15/2010	48

Household Information for the selected ILA
NY005 -- 92963 households -- 4699 pages.
View household information on page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230 1231 1232 1233 1234 1235 1236 1237 1238 1239 1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1255 1256 1257 1258 1259 1260 1261 1262 1263 1264 1265 1266 1267 1268 1269 1270 1271 1272 1273 1274 1275 1276 1277 1278 1279 1280 1281 1282 1283 1284 1285 1286 1287 1288 1289 1290 1291 1292 1293 1294 1295 1296 1297 1298 1299 1300 1301 1302 1303 1304 1305 1306 1307 1308 1309 1310 1311 1312 1313 1314 1315 1316 1317 1318 1319 1320 1321 1322 1323 1324 1325 1326 1327 1328 1329 1330 1331 1332 1333 1334 1335 1336 1337 1338 1339 1340 1341 1342 1343 1344 1345 1346 1347 1348 1349 1350 1351 1352 1353 1354 1355 1356 1357 1358 1359 1360 1361 1362 1363 1364 1365 1366 1367 1368 1369 1370 1371 1372 1373 1374 1375 1376 1377 1378 1379 1380 1381 1382 1383 1384 1385 1386 1387 1388 1389 1390 1391 1392 1393 1394 1395 1396 1397 1398 1399 1400 1401 1402 1403 1404 1405 1406 1407 1408 1409 1410 1411 1412 1413 1414 1415 1416 1417 1418 1419 1420 1421 1422 1423 1424 1425 1426 1427 1428 1429 1430 1431 1432 1433 1434 1435 1436 1437 1438 1439 1440 1441 1442 1443 1444 1445 1446 1447 1448 1449 1450 1451 1452 1453 1454 1455 1456 1457 1458 1459 1460 1461 1462 1463 1464 1465 1466 1467 1468 1469 1470 1471 1472 1473 1474 1475 1476 1477 1478 1479 1480 1481 1482 1483 1484 1485 1486 1487 1488 1489 1490 1491 1492 1493 1494 1495 1496 1497 1498 1499 1500 1501 1502 1503 1504 1505 1506 1507 1508 1509 1510 1511 1512 1513 1514 1515 1516 1517 1518 1519 1520 1521 1522 1523 1524 1525 1526 1527 1528 1529 1530 1531 1532 1533 1534 1535 1536 1537 1538 1539 1540 1541 1542 1543 1544 1545 1546 1547 1548 1549 1550 1551 1552 1553 1554 1555 1556 1557 1558 1559 1560 1561 1562 1563 1564 1565 1566 1567 1568 1569 1570 1571 1572 1573 1574 1575 1576 1577 1578 1579 1580 1581 1582 1583 1584 1585 1586 1587 1588 1589 1590 1591 1592 1593 1594 1595 1596 1597 1598 1599 1600 1601 1602 1603 1604 1605 1606 1607 1608 1609 1610 1611 1612 1613 1614 1615 1616 1617 1618 1619 1620 1621 1622 1623 1624 1625 1626 1627 1628 1629 1630 1631 1632 1633 1634 1635 1636 1637 1638 1639 1640 1641 1642 1643 1644 1645 1646 1647 1648 1649 1650 1651 1652 1653 1654 1655 1656 1657 1658 1659 1660 1661 1662 1663 1664 1665 1666 1667 1668 1669 1670 1671 1672 1673 1674 1675 1676 1677 1678 1679 1680 1681 1682 1683 1684 1685 1686 1687 1688 1689 1690 1691 1692 1693 1694 1695 1696 1697 1698 1699 1700 1701 1702 1703 1704 1705 1706 1707 1708 1709 1710 1711 1712 1713 1714 1715 1716 1717 1718 1719 1720 1721 1722 1723 1724 1725 1726 1727 1728 1729 1730 1731 1732 1733 1734 1735 1736 1737 1738 1739 1740 1741 1742 1743 1744 1745 1746 1747 1748 1749 1750 1751 1752 1753 1754 1755 1756 1757 1758 1759 1760 1761 1762 1763 1764 1765 1766 1767 1768 1769 1770 1771 1772 1773 1774 1775 1776 1777 1778 1779 1780 1781 1782 1783 1784 1785 1786 1787 1788 1789 1790 1791 1792 1793 1794 1795 1796 1797 1798 1799 1800 1801 1802 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818 1819 1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 23



1.0 Form 50058

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

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

Figure 70: The HQS Inspection Newly Leased Units Report settings

1.1.10.1 Information Presented in the HQS Newly Leased Units Query Report

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

- Head of Household's Name (Last, First, Middle Initial): the full name of the head of household.
- Family Moving Indicator: it indicates whether the 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.



1.0 Form 50058

HQS Inspection of Newly Leased Units Report As of March 31, 2010						
Program Type: Tenant Based Voucher						
Level of Information: IIA within Field Office 2FPH						
IIA Code: NJ002						
IIA Name: Newark Housing Authority						
Click on for Ascending sort and on for Descending sort Download Report in Excel: Print this report page						
Select IIA Code: NJ002						
Select Page Set: 1-10						
Head of Household Name (Last, First, Middle Initial)	Type of Action	Family Moving Indicator	Effective Date of HHP Contract	Unit Moved Pre-Contract Inspection	Pre-Contract HQS Inspection Status	
inghouse modq	7	Y	10/01/2008	09/18/2008	PH	
02224 newwss ngamzq	1	Y	10/01/2008	09/14/2008	PD	
newwss ngamzq	4	Y	01/01/2009	12/11/2008	PH	
newwss ngamzq	1	Y	09/03/2008	09/03/2008	PD	
newwss ngamzq	7	Y	04/01/2009	04/20/2009	PH	
newwss ngamzq	1	Y	11/01/2008	07/12/2007	PD	
newwss ngamzq	7	Y	11/15/2008	11/04/2008	PH	
newwss ngamzq	2	Y	08/01/2007	07/23/2007	PD	
newwss ngamzq	7	Y	04/01/2009	04/17/2009	PH	
newwss ngamzq	1	Y	05/08/2008	05/01/2009	PD	
newwss ngamzq	4	Y	09/17/2008	09/17/2008	PH	
newwss ngamzq	2	Y	08/01/2007	07/11/2008	PD	
newwss ngamzq	7	Y	04/01/2009	04/19/2009	PH	
newwss ngamzq	1	Y	01/01/2009	12/08/2008	PD	
newwss ngamzq	7	Y	11/12/2008	09/15/2008	PH	
newwss ngamzq	4	Y	02/01/2008	01/24/2008	PD	
newwss ngamzq	7	Y	10/04/2008	10/04/2008	PH	
newwss ngamzq	1	N	02/02/2009	12/31/2008	PD	
newwss ngamzq	7	Y	08/11/2008	08/09/2008	PH	
newwss ngamzq	1	Y	02/15/2009	02/19/2009	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).



1.0 Form 50058

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.



1.0 Form 50058

Mobility and Portability Report											
As of October 31, 2009											
Program type : S8 Certificate											
Level of Information : National US											
Eligible Date Interval : November 01, 2008 through February 28, 2010											
Mobility Portability											
Subset	Admissions Involving a Move		Admissions Involving a Move in Place		Total Families that Moved		Total Hard to House Families that Moved		Previously Assisted Families that Moved		Families Moving from Public Housing (2)
	Count (C)	Percentage (%)	Count(C)	Percentage(%)	Count (C)	Percentage (%)	Count(%)	Percentage(%)	Count(%)	Percentage(%)	
HE	141,348	83	28,513	17	276,059	16	1,454,736	84	303,259	24	4,353

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):



1.0 Form 50058

National	Families Exercising Port-In Moves	Portability Moves Involving PHA Billing		
Count(%)	Percentage(%)	Count(%)	Percentage(%)	
115	163,678	9	45,950	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-Excel™ spreadsheet for further data manipulation.
 - Print Page: The report prints as a web page.
- Note:** For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.



Figure 76: The options for further use of report data

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



1.1.12 Income Report Query

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

Figure 77: The Income Report Query settings

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

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

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

1.1.12.1 Information Presented in the Income Query Report

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

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



1.0 Form 50058

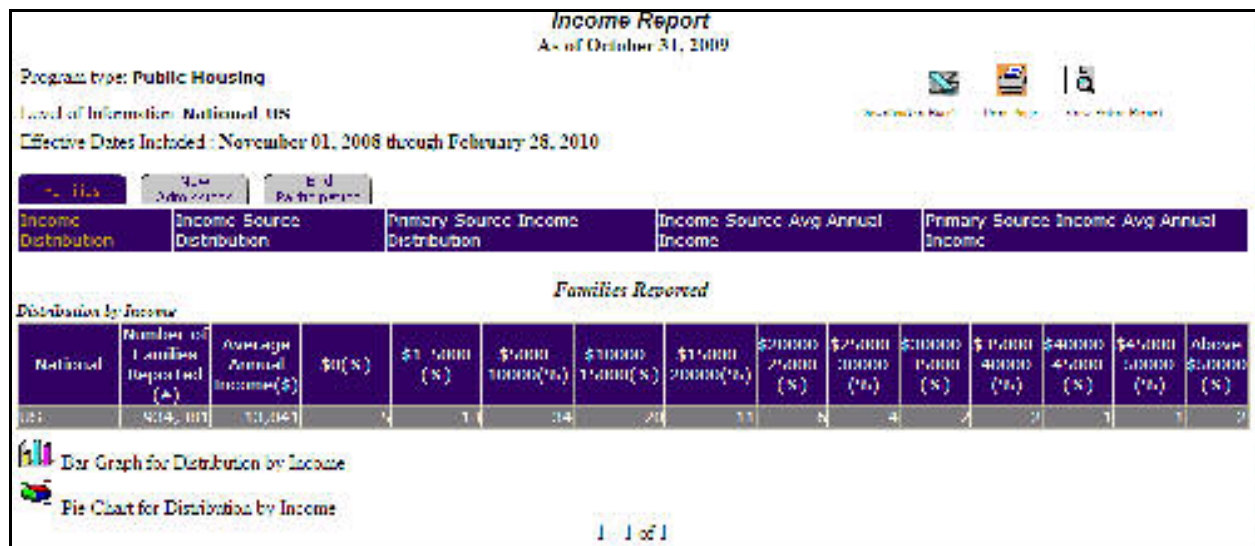


Figure 78: The Income Distribution sub tab of the Families tab (Income Report)

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.)



1.0 Form 50058

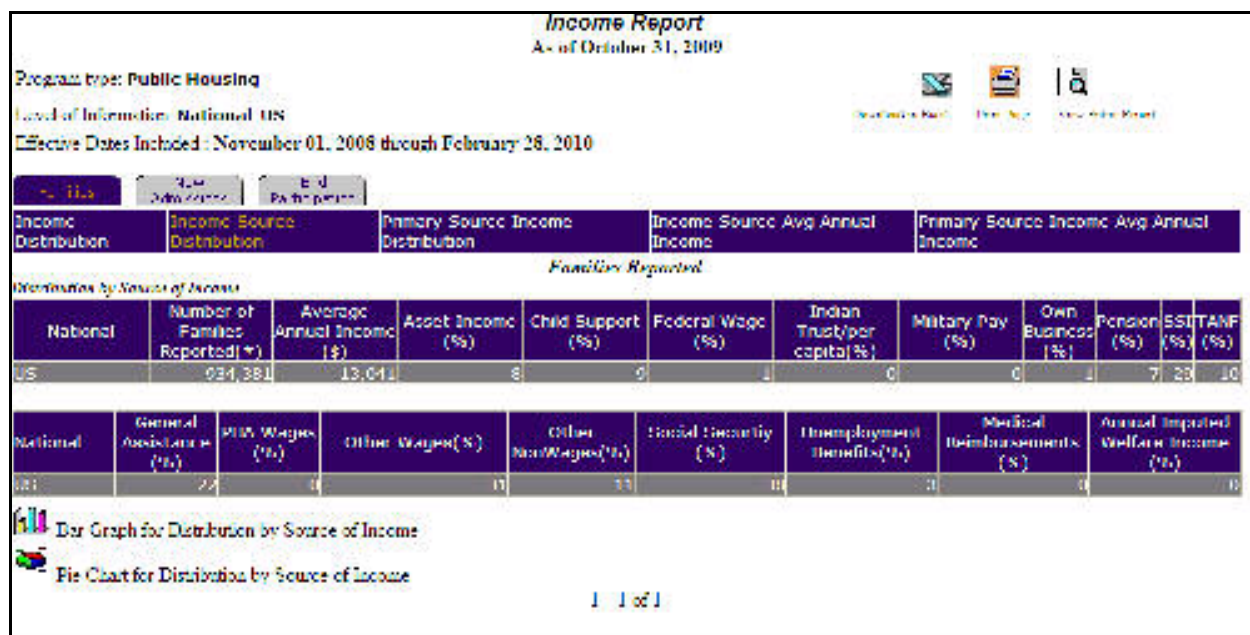


Figure 79: The Income Source Distribution sub tab of the Families tab (Income report)

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

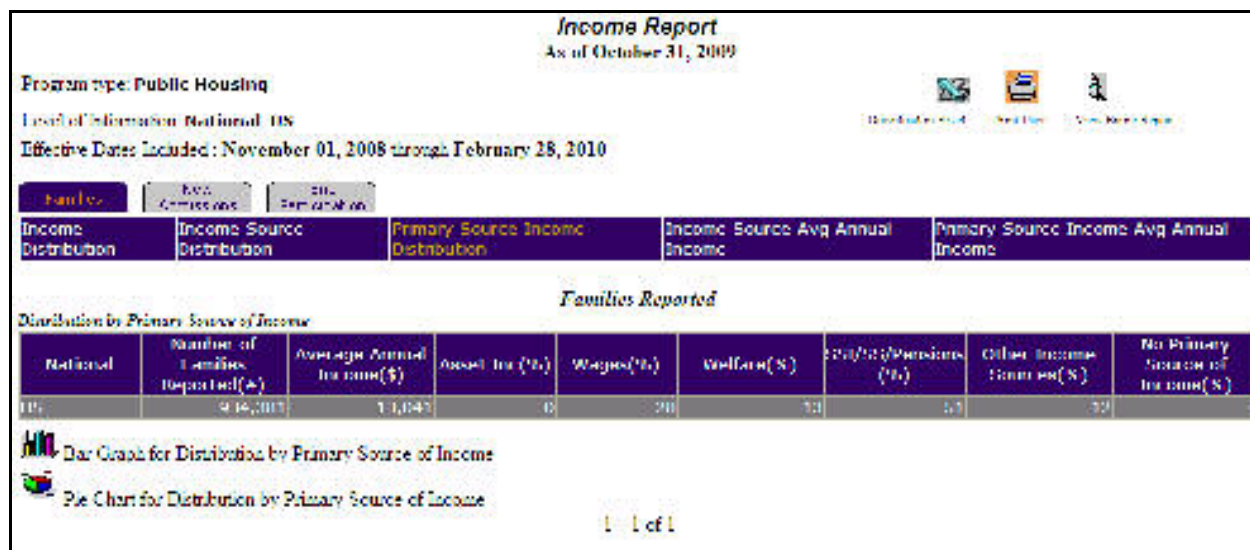


Figure 80: The Primary Source Income Distribution sub tab of the Families tab (Income Report)

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



1.0 Form 50058

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

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

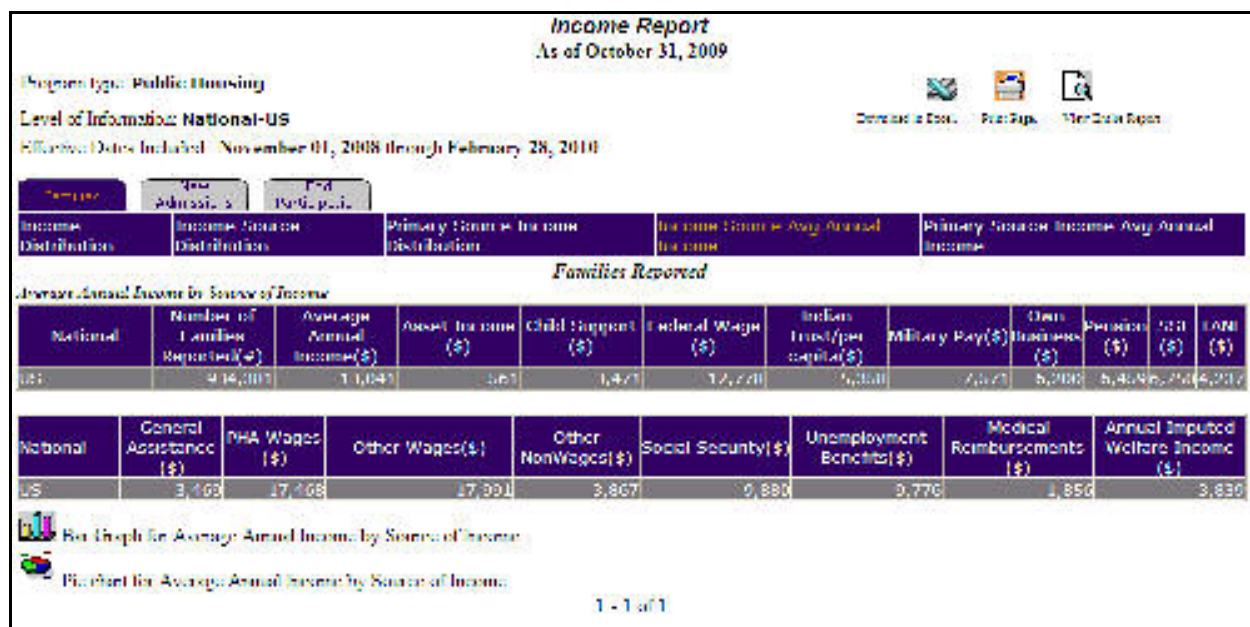


Figure 81: The Income Source Avg Annual Income sub tab of the Families tab (Income Report)

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

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



1.0 Form 50058

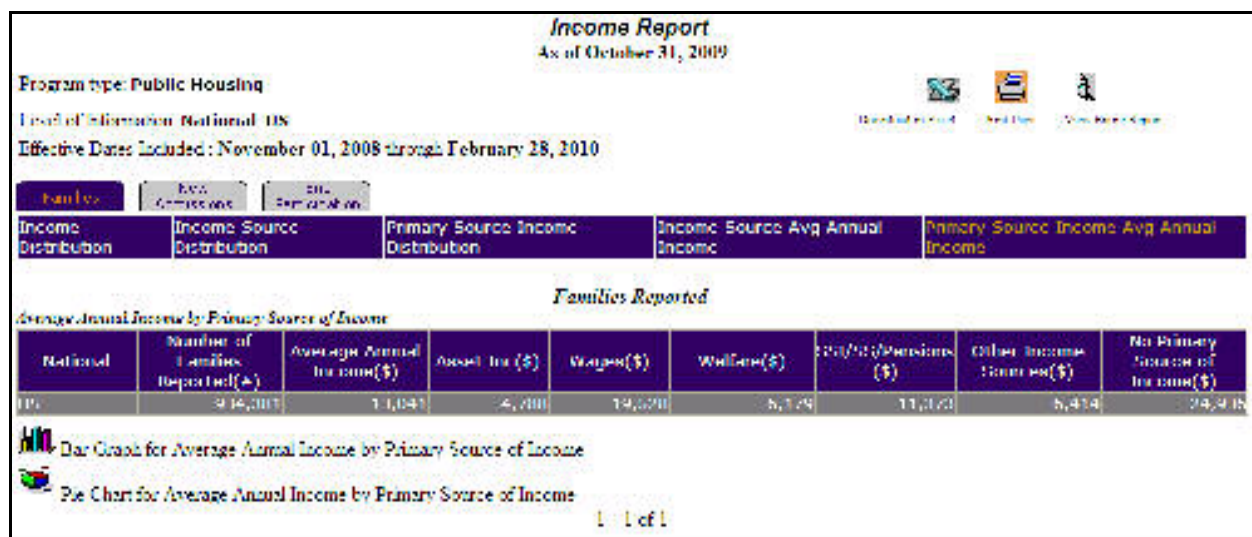


Figure 82: The Primary Source Income Avg Annual Income sub tab of the Families tab (Income Report)

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

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

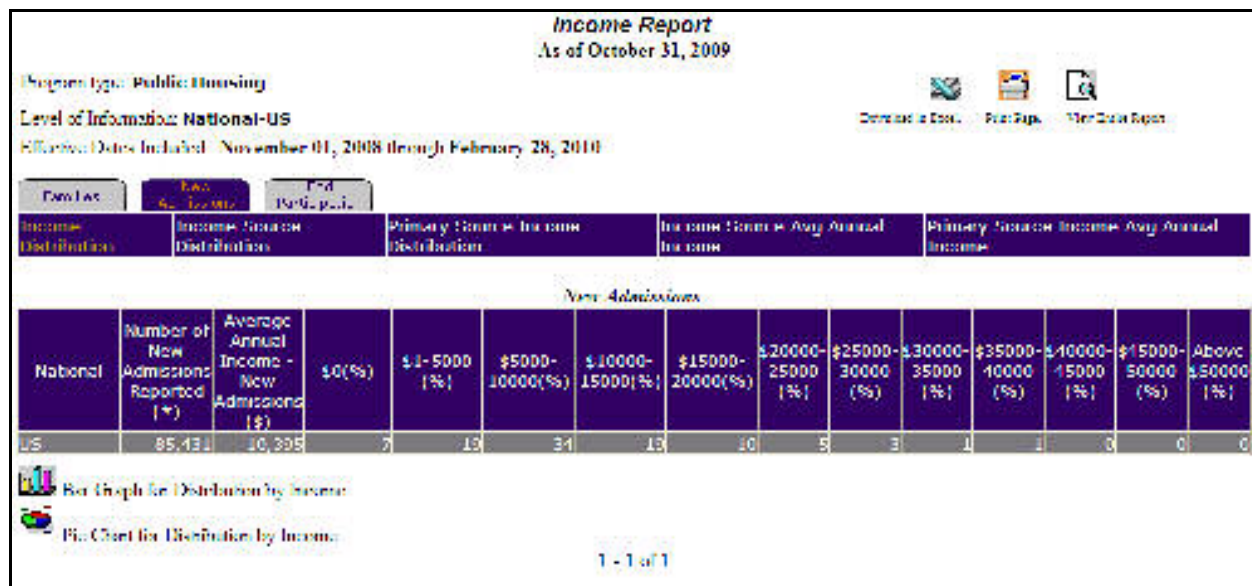


Figure 83: The Income Distribution sub tab of the New Admissions tab (Income Report)



1.0 Form 50058

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

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

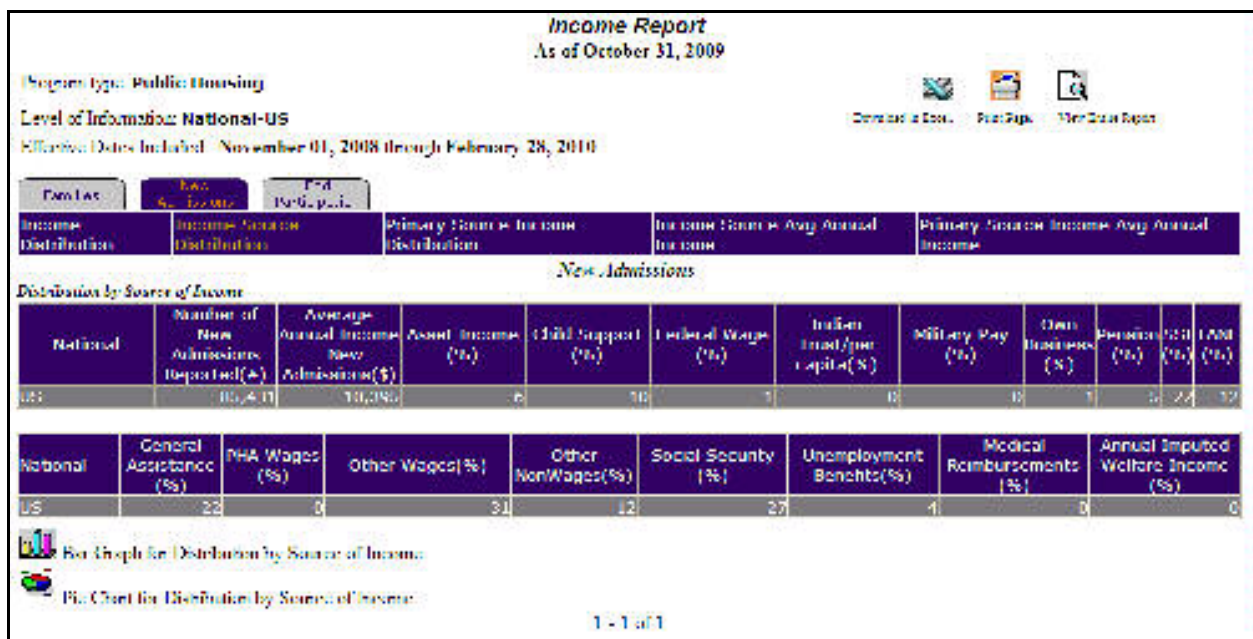


Figure 84: The Income Source Distribution sub tab of the New Admissions tab (Income Report)

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



1.0 Form 50058

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

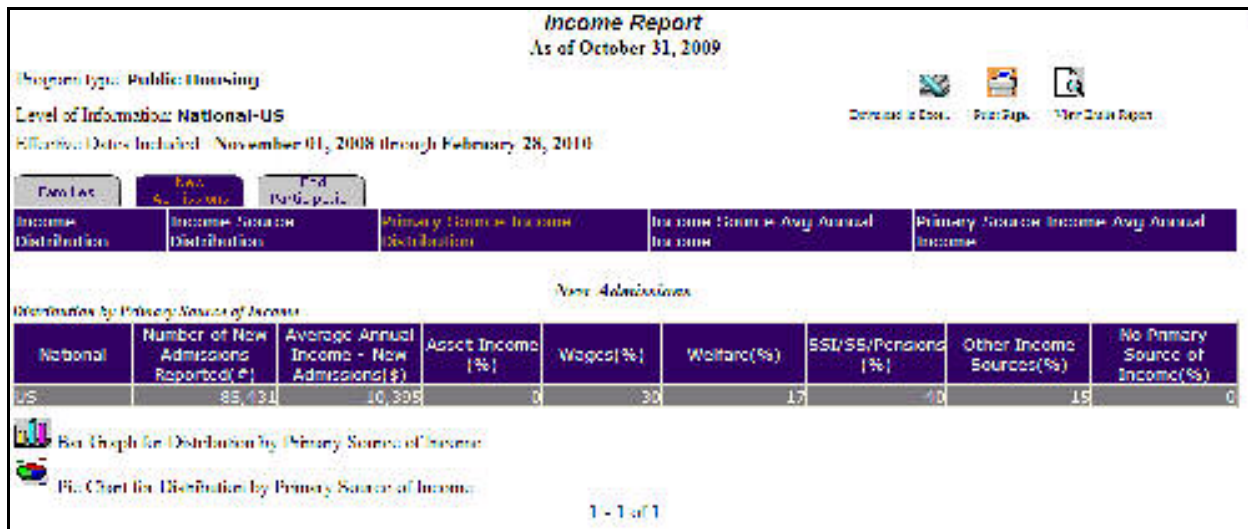


Figure 85: The Primary Source Income Distribution sub tab of the New Admissions tab (Income Report)

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

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

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



1.0 Form 50058

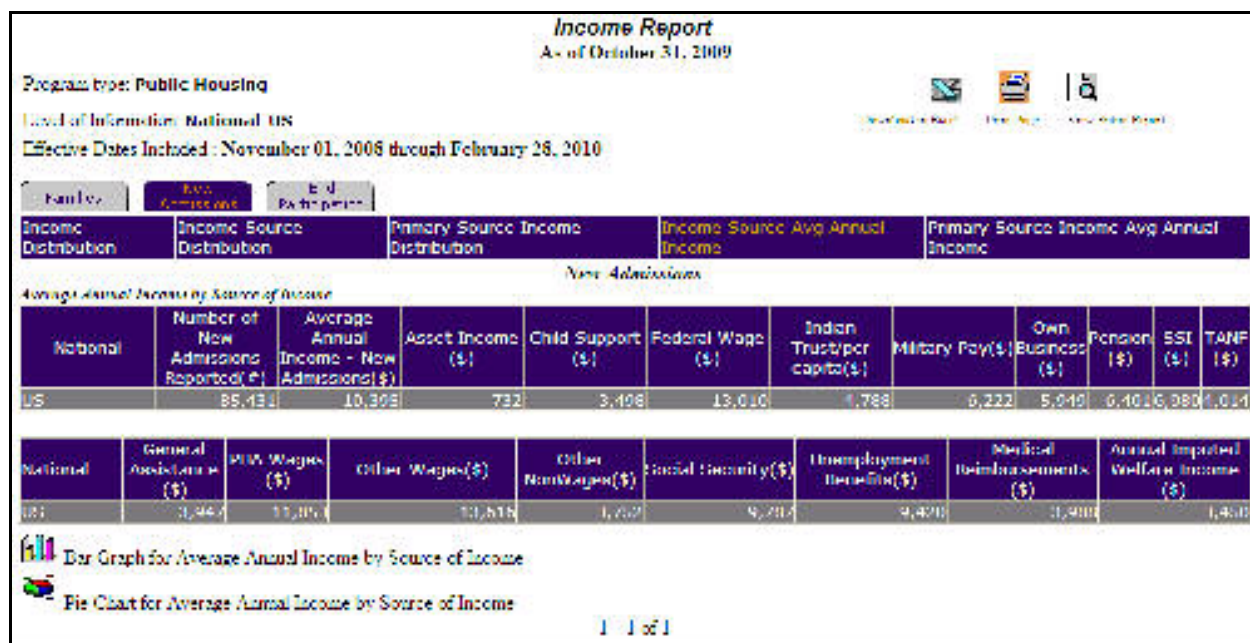


Figure 86: The Income Source Avg Annual Income sub tab of the New Admissions tab (Income Report)

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):

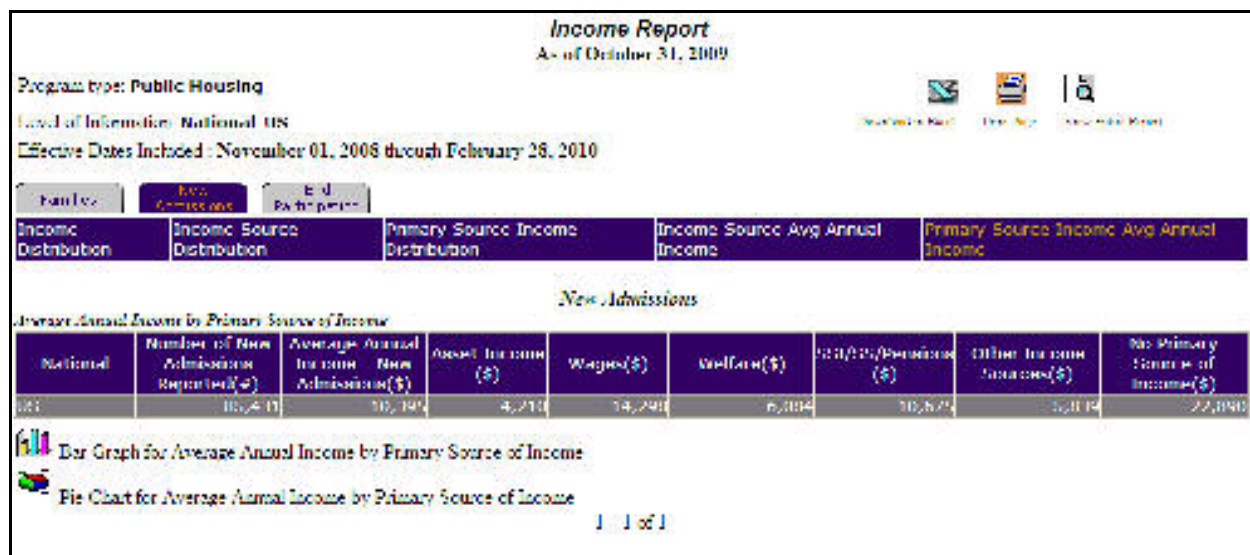


Figure 87: The Primary Source Income Avg Annual Income sub tab of the New Admissions tab (Income Report)

- 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.



1.0 Form 50058

- 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):

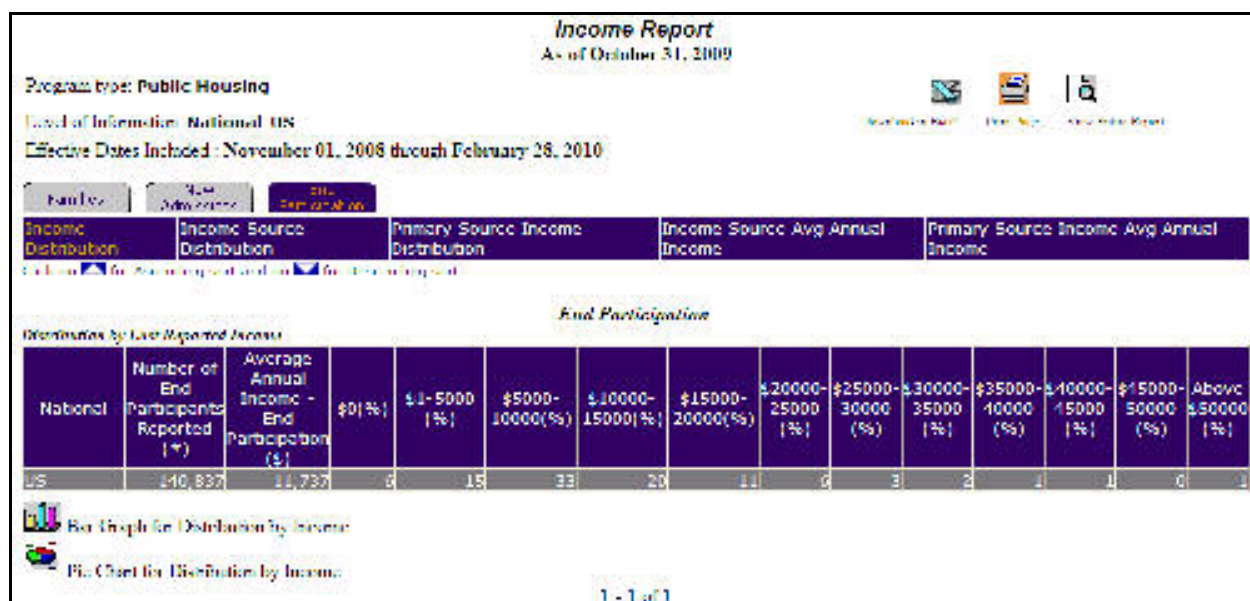


Figure 88: The Income Distribution sub tab of the End Participation tab (Income Report)

- 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):



1.0 Form 50058

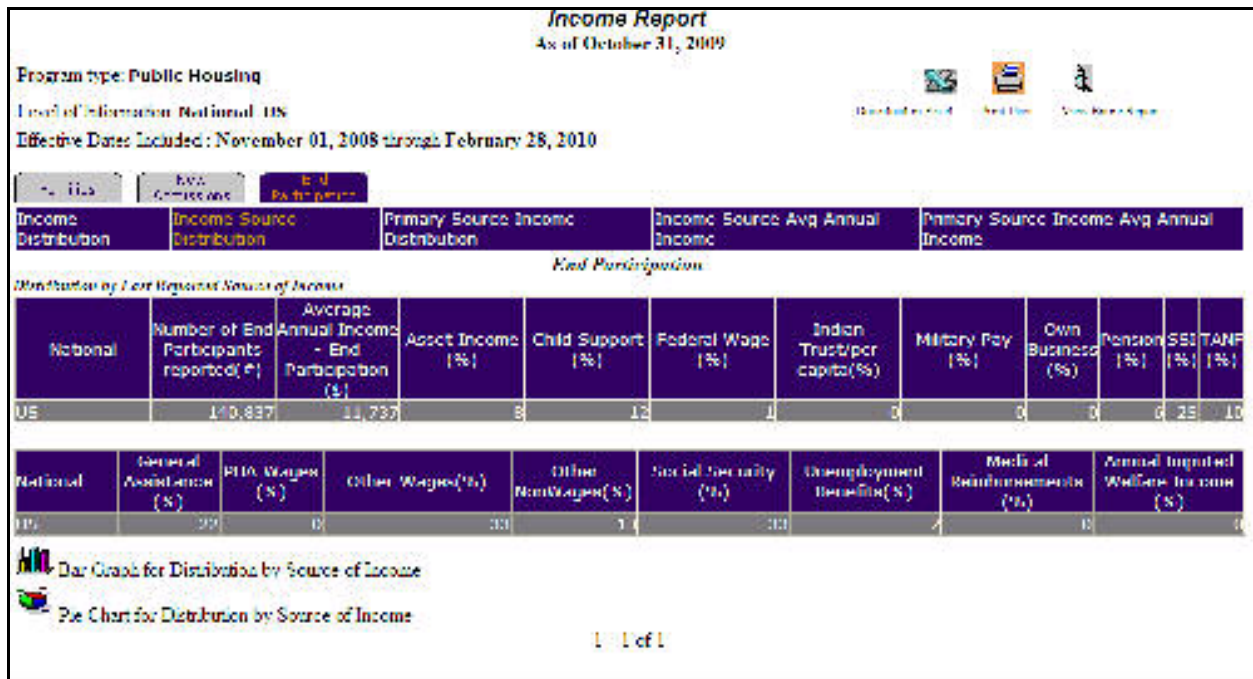


Figure 89: The Income Source Distribution sub tab of the End Participation tab (Income Report)

- 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).



1.0 Form 50058

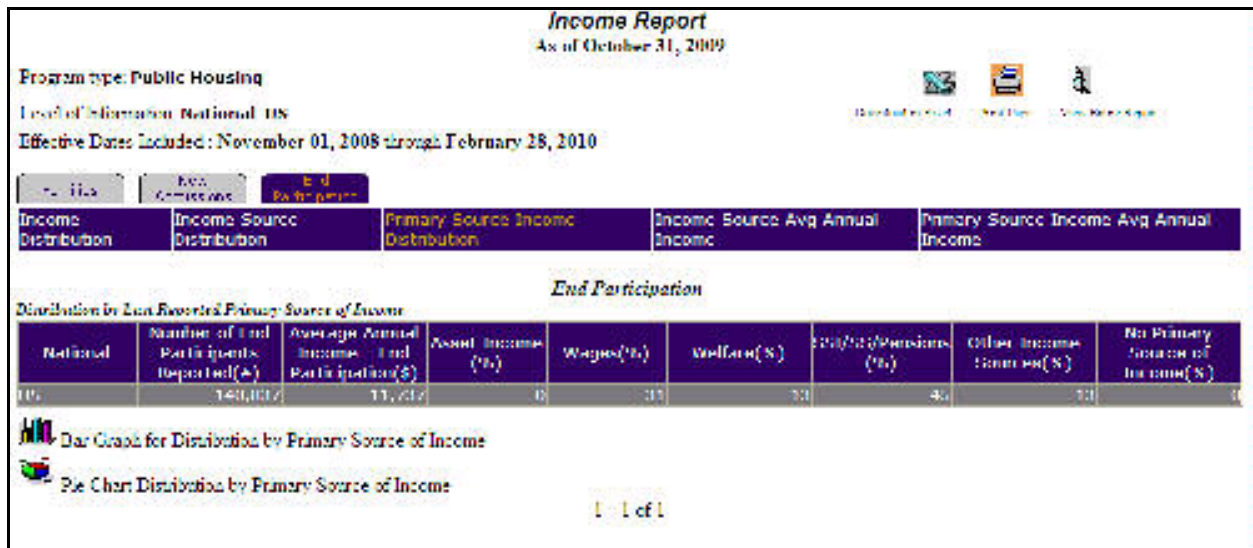


Figure 90: The Primary Source Income Distribution sub tab of the End Participation tab (Income Report)

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):

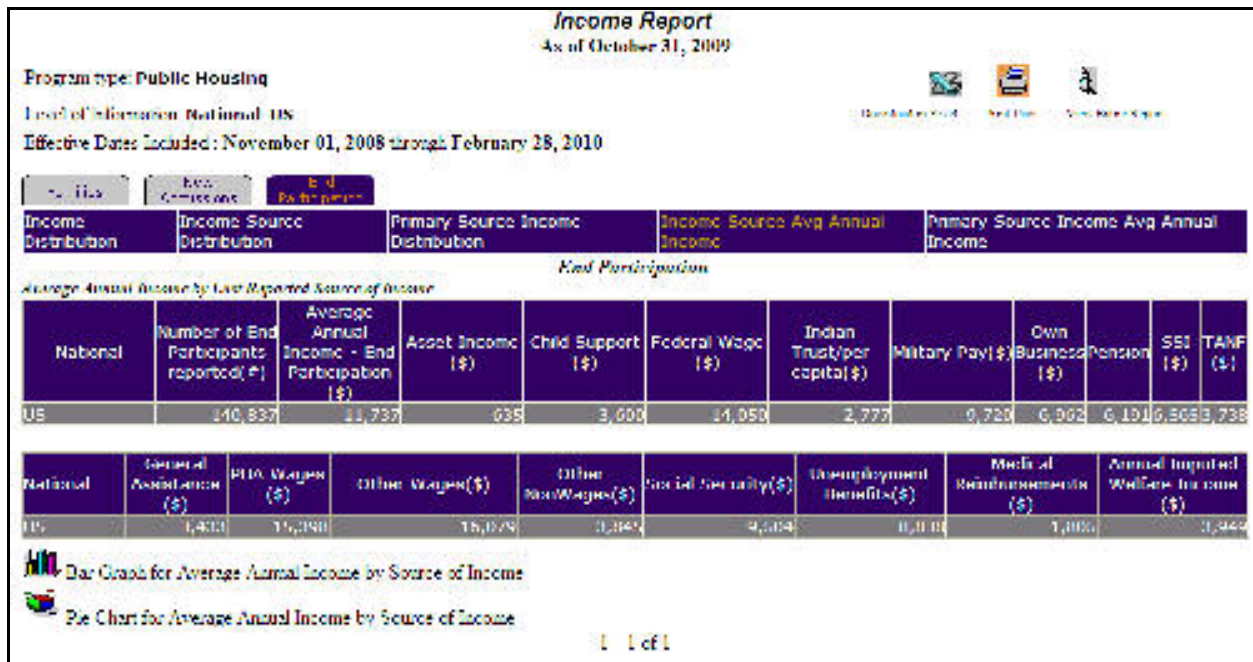


Figure 91: The Income Source Avg Annual Income sub tab of the End Participation tab (Income Report)

- 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.



1.0 Form 50058

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

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

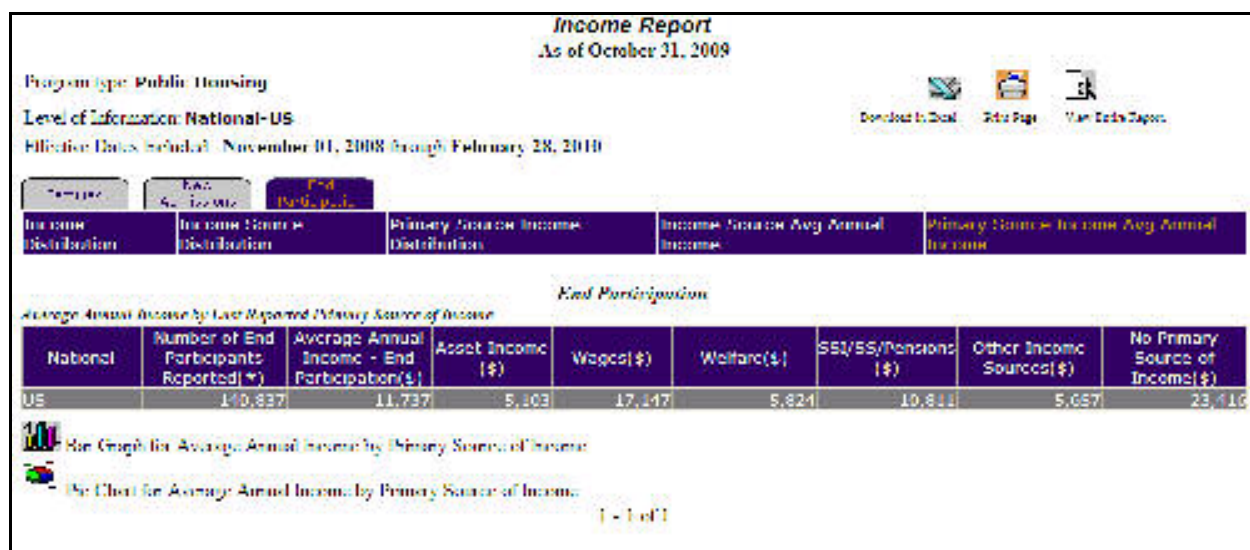


Figure 92: The Primary Source Income Avg Annual Income sub tab of the End Participation tab (Income Report)

- 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 distributed by their primary source of income out of the total number of families within the report criteria.
- The Average Annual Income – End Participation (\$) column displays the average annual dollar income of families ending participation in the public housing programs within the report criteria.
- The report displays the average annual dollar income amounts of families ending their participation in the public housing programs distributed by their primary source of income (for example, asset income, wages, welfare, etc.).

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

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
- Print Page: The report prints as a web page.
Note: For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.



1.0 Form 50058



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).

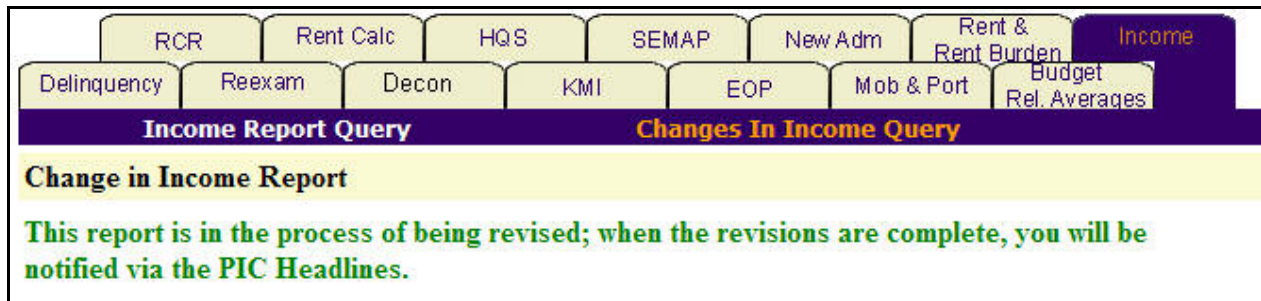


Figure 94: The Changes In Income Query sub tab of the Income Tab

1.1.14 Rent and Rent Burden Query Report

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

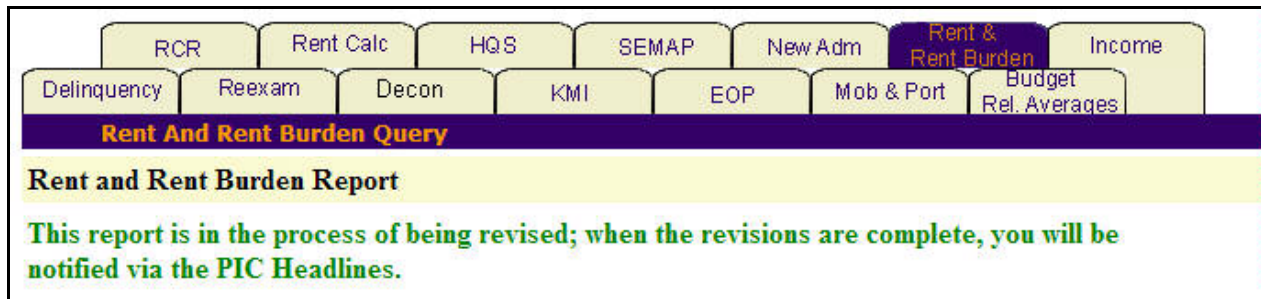


Figure 95: The Rent And Rent Burden Report

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).



1.0 Form 50058

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.



1.0 Form 50058

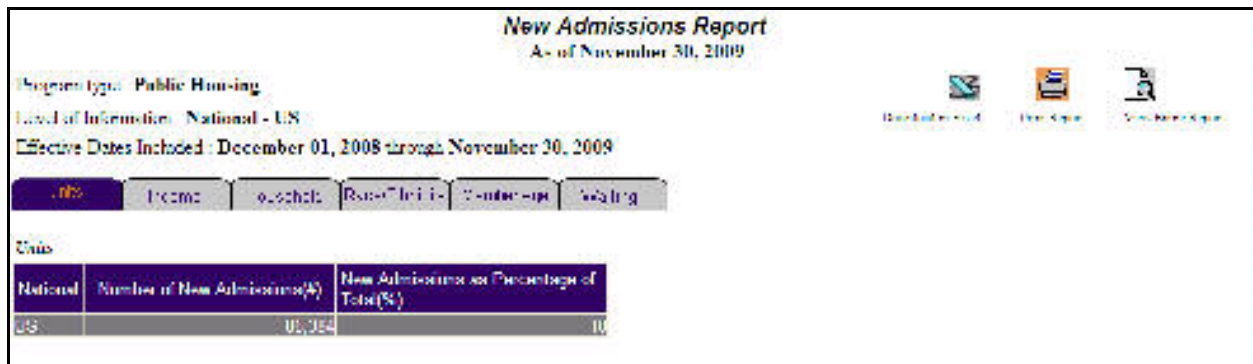


Figure 97: The Units tab of the New Admissions Report

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

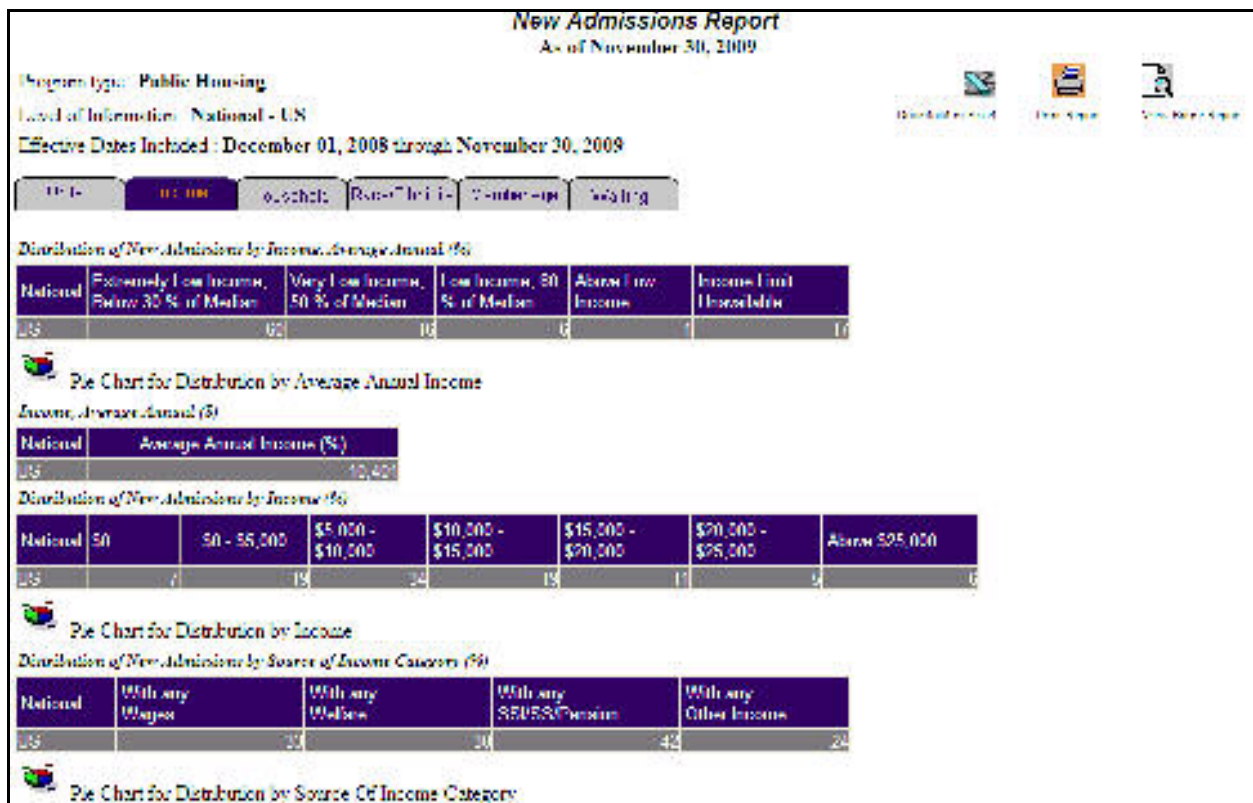


Figure 98: The Income tab of the New Admissions Report

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

1.0 Form 50058

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

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

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

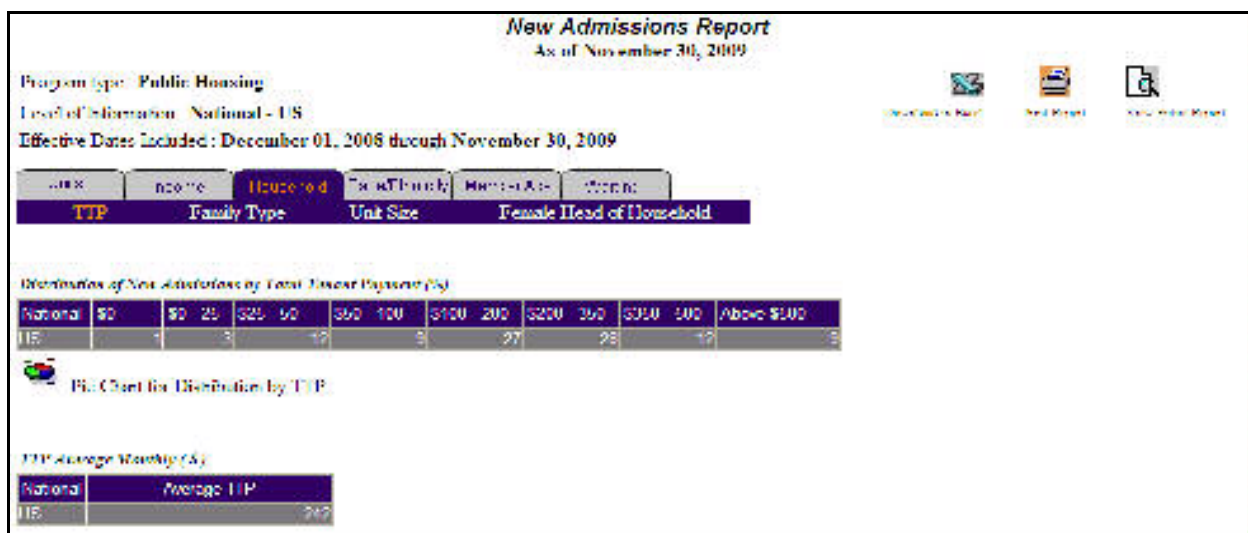


Figure 99: The TTP sub tab of the Household tab (New Admissions Report)

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

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



1.0 Form 50058

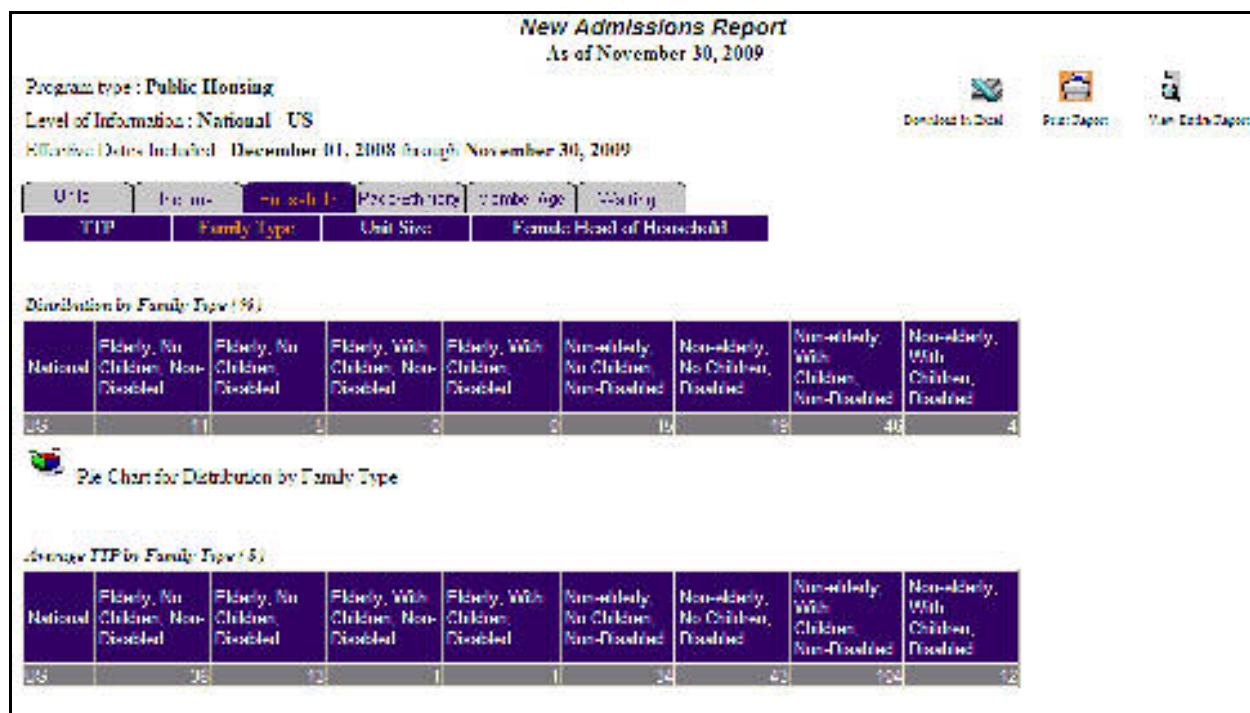


Figure 100: The Family Type sub tab of the Household tab (New Admissions Report)

- 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.)



1.0 Form 50058

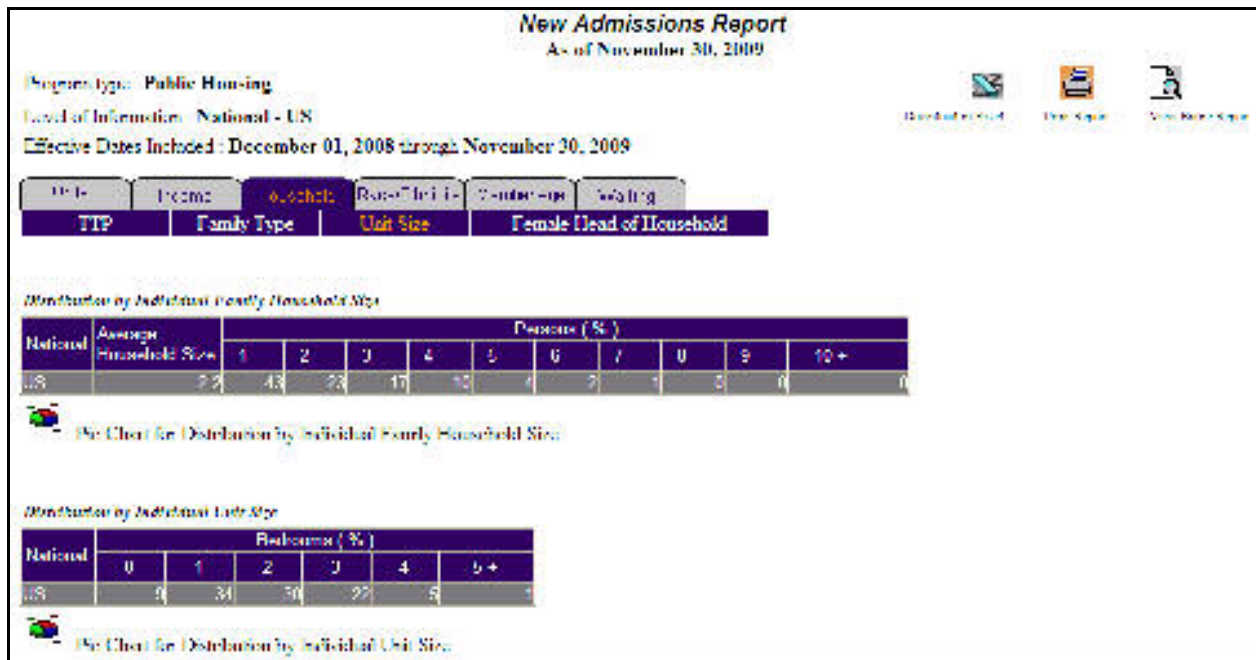


Figure 101: The Unit Size sub tab of the Household tab (New Admissions Report)

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

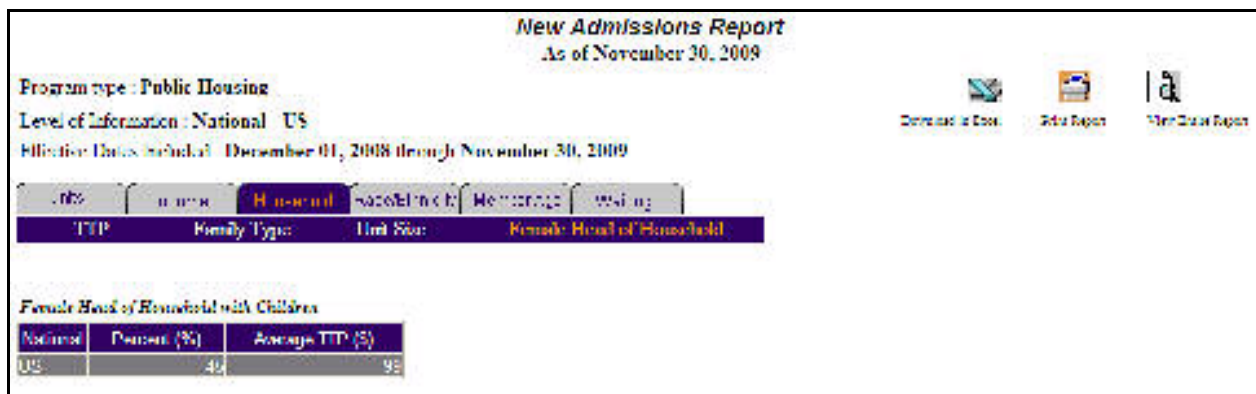


Figure 102: The Female Head of Household sub tab of the Household tab (New Admissions Report)

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

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



1.0 Form 50058

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

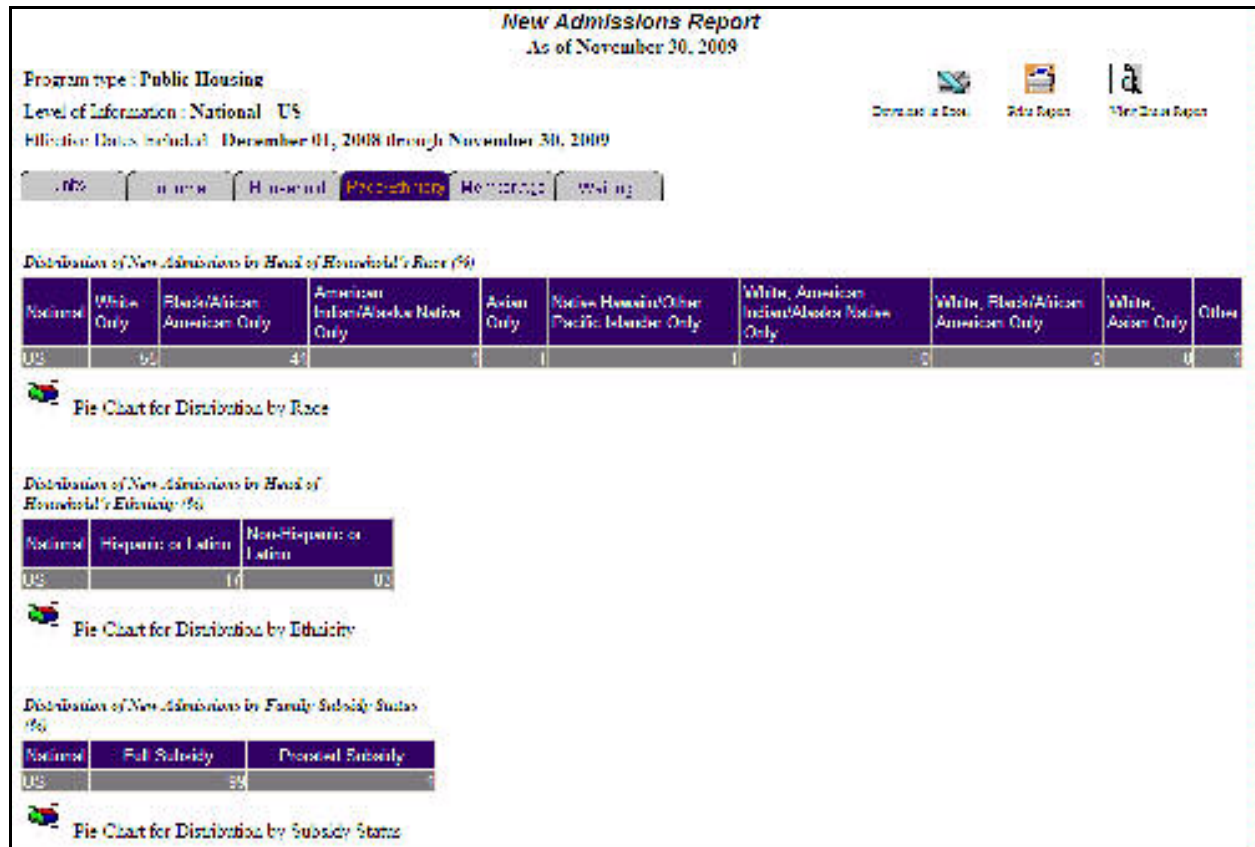


Figure 103: The Race/Ethnicity tab of the New Admissions Report

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

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



1.0 Form 50058

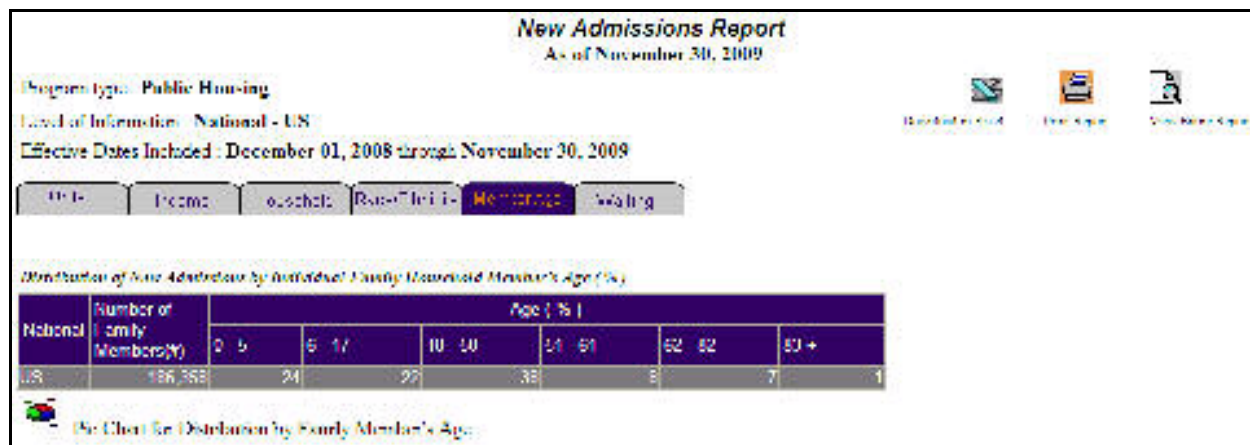


Figure 104: The Member Age tab of the New Admissions Report

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.

1.0 Form 50058

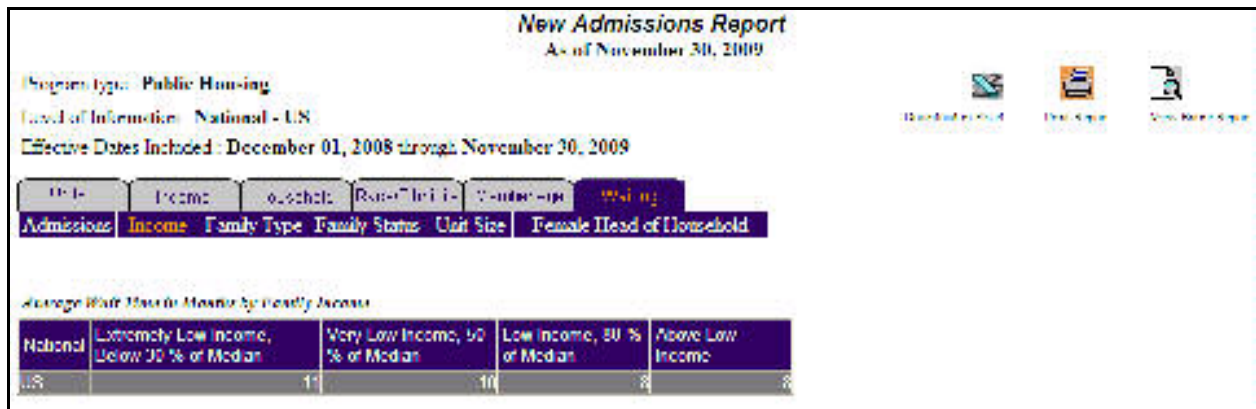


Figure 106: The Income sub tab of the Waiting tab (New Admissions Report)

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).

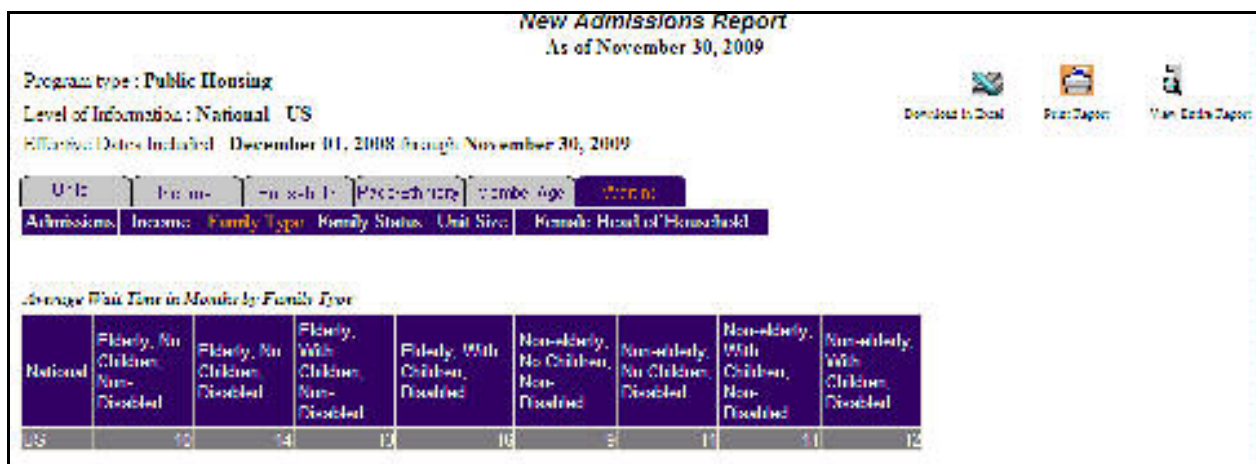


Figure 107: The Family Type sub tab of the Waiting tab (New Admissions Report)

- 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).



1.0 Form 50058

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

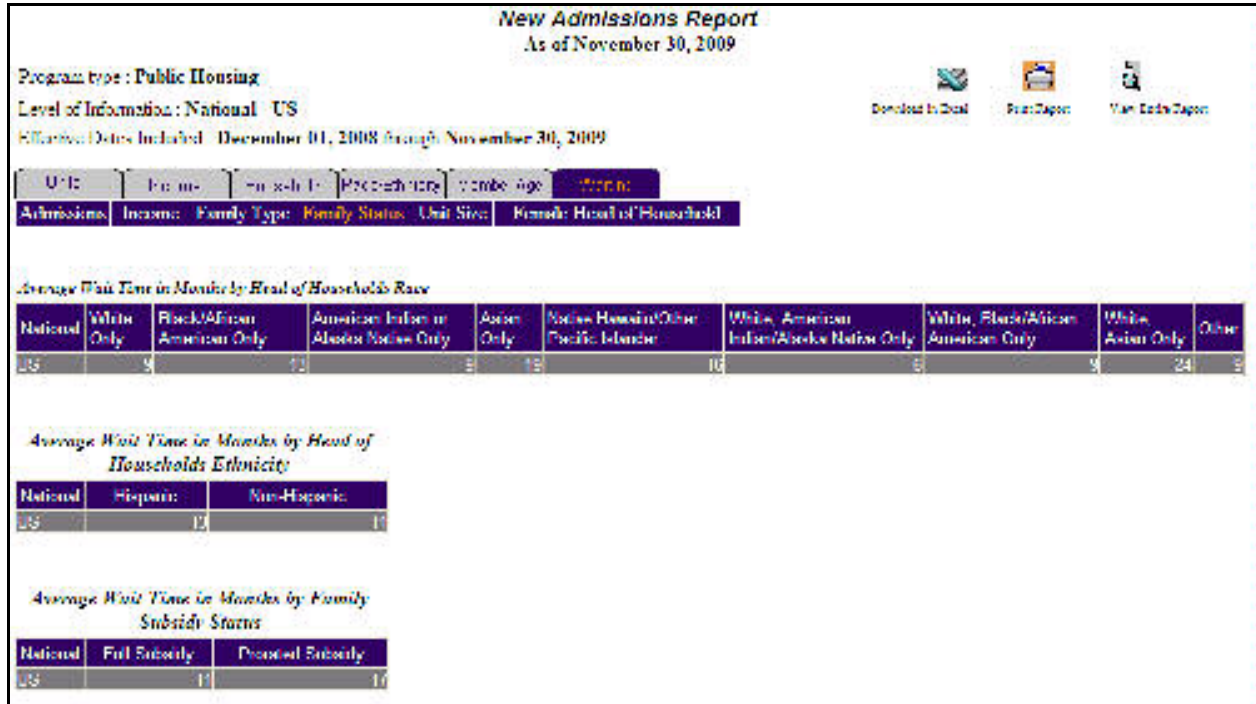


Figure 108: The Family Status sub tab of the Waiting tab (New Admissions Report)

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

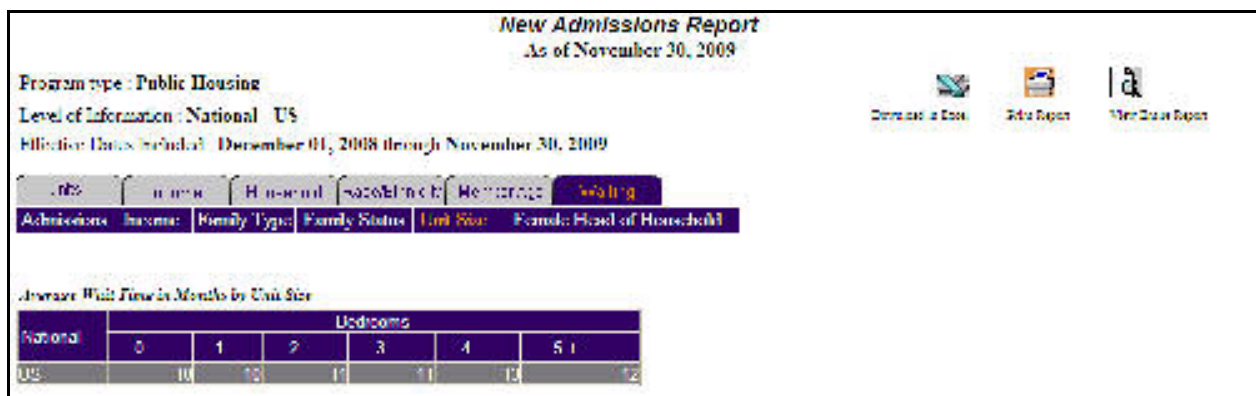


Figure 109: The Unit Size sub tab of the Waiting tab (New Admission Report)

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



1.0 Form 50058

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

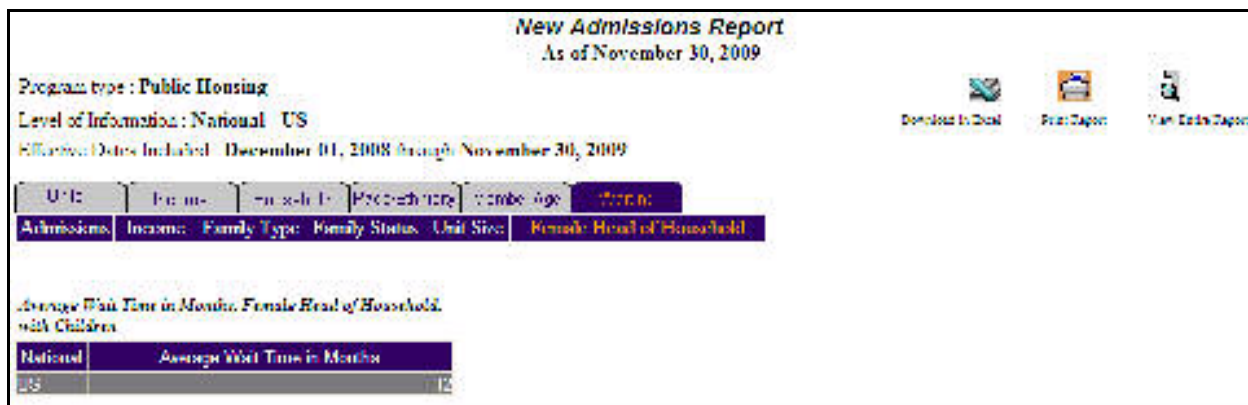


Figure 110: The Female Head of Household sub tab of the Waiting tab (New Admissions Report)

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

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
 - Print Page: The report prints as a web page.
- Note:** For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.



Figure 111: The options for further use of report data

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

1.1.16 Budget Related Averages Report

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

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

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



1.0 Form 50058

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):

National	Number of Units Reported	Number of Units, Regular	Number of Units, Prorated
US	2,024	2,019	5

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.



1.0 Form 50058

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

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

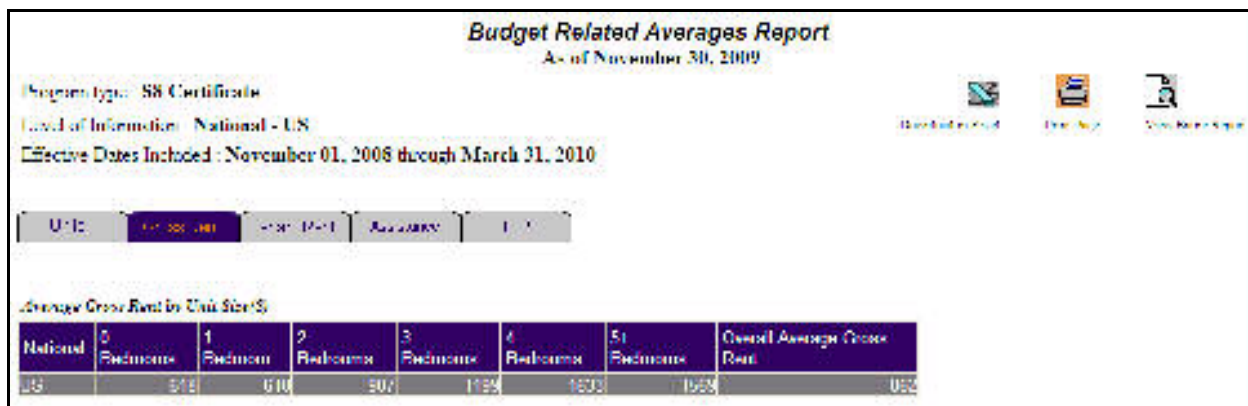


Figure 114: The Gross Rent tab of the Budget Related Averages Report

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

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

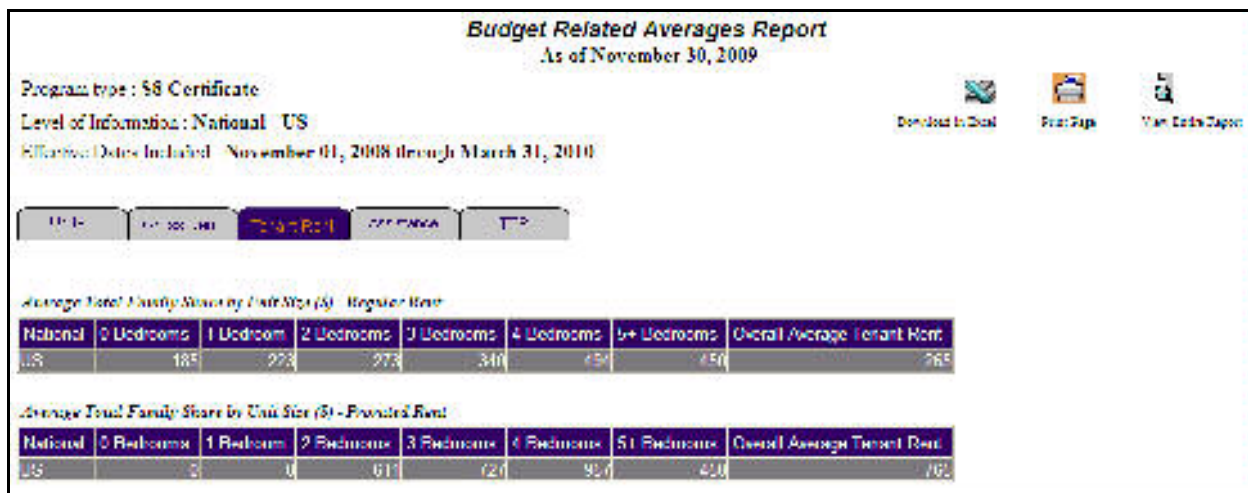


Figure 115: The Tenant Rent tab of the Budget Related Averages Report

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



1.0 Form 50058

- 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):

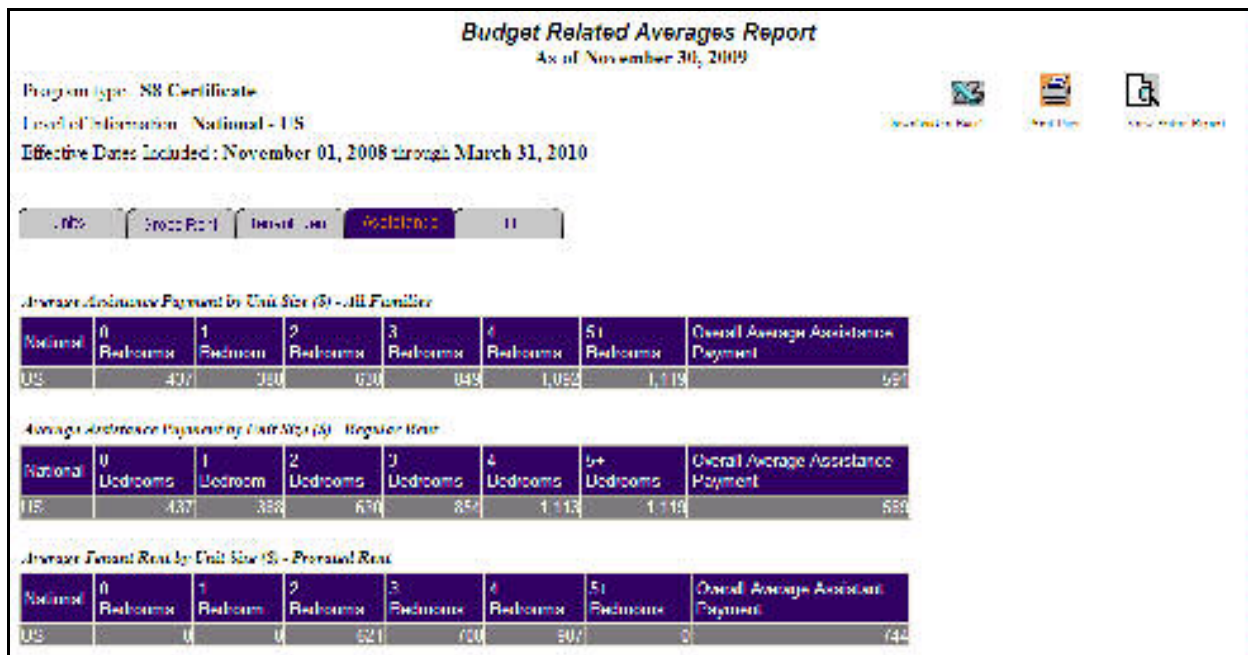


Figure 116; The Assistance tab of the Budget Related Averages Report

- 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):



1.0 Form 50058

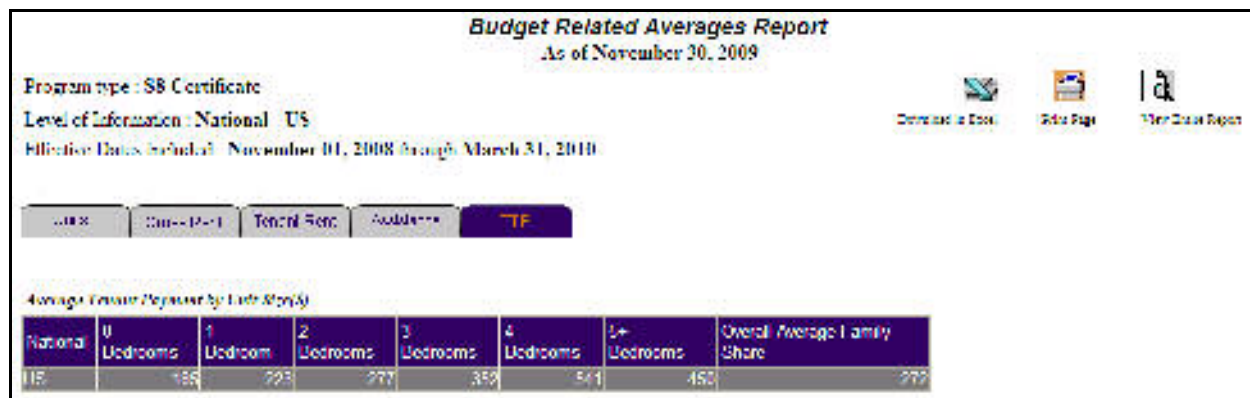


Figure 117: The TTP tab of the Budget Related Averages Report

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

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

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
 - Print Page: The report prints as a web page.
- Note:** For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables display together on one screen.



Figure 118: The options for further use of report data

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

1.1.17 Section 8 Deconcentration Analysis Report

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



RCR	Rent Calc	HQS	SEMAP	New Adm	Rent & Rent Burden	Income
Delinquency	Reexam	Decon	KMI	EOP	Mob & Port	Budget Rel. Averages
Decon Analysis						
S8 Deconcentration Analysis Report						
Program Type : S8 Certificates & Vouchers						
Within a Public Housing Agency						
Tract within a Public Housing Agency						
Tract within a State and County						

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):



1.0 Form 50058

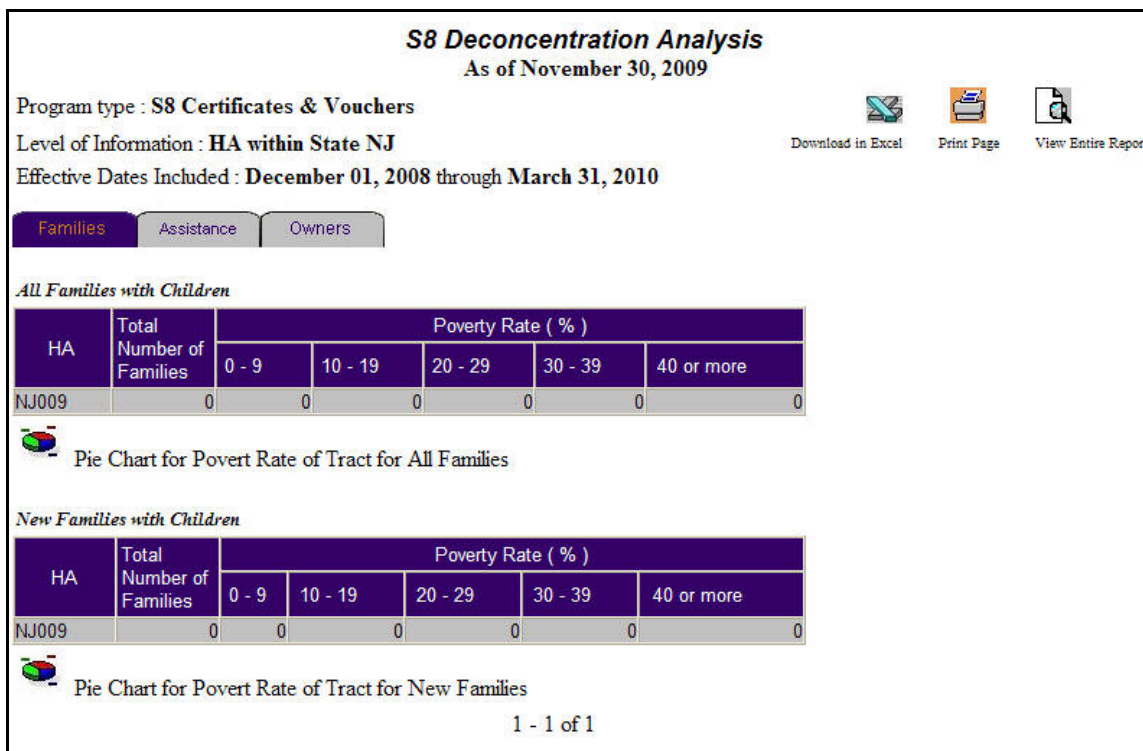


Figure 120: The Families tab of the S8 Deconcentration Analysis Report

- 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.)



1.0 Form 50058

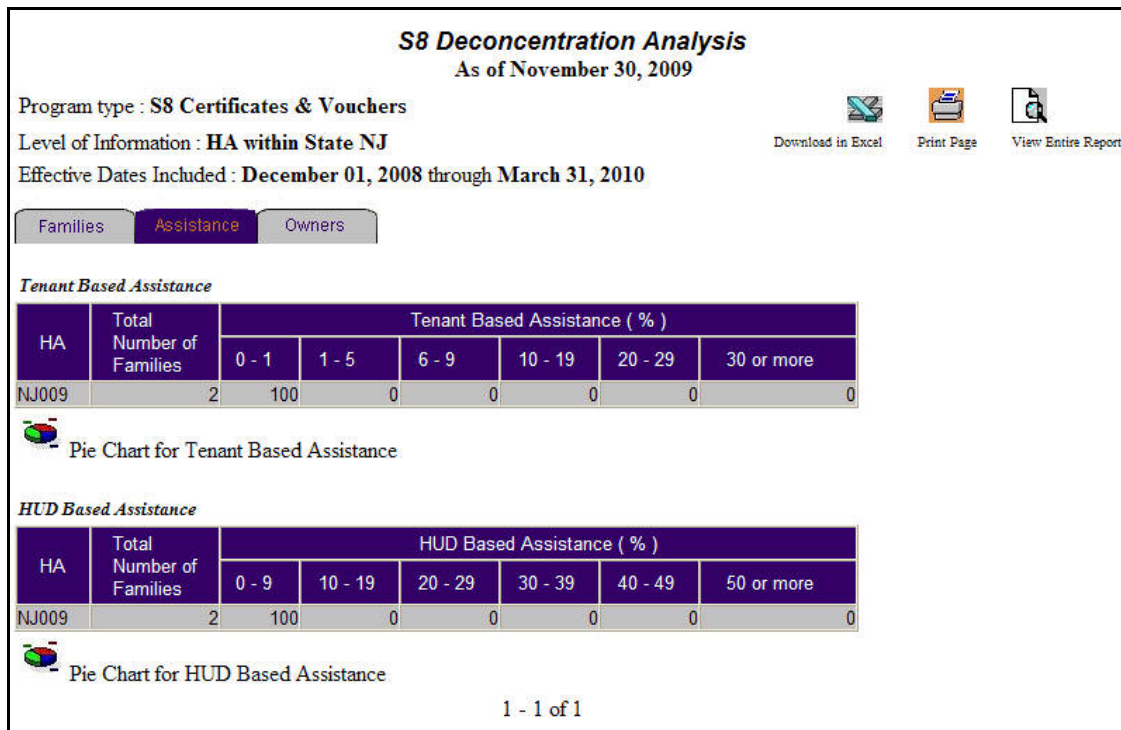


Figure 121: The Assistance Tab of the S8 Deconcentration Analysis Report

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

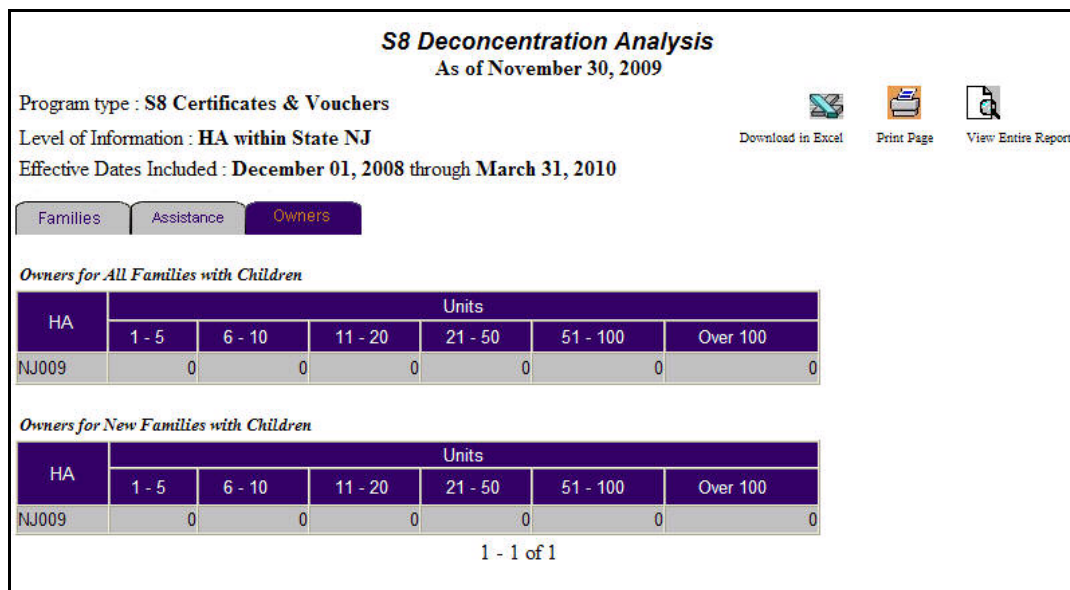


Figure 122: The Owners tab of the S8 Deconcentration Analysis Report



1.0 Form 50058

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

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

- Download in Excel: The report downloads to an MS-Excel™ spreadsheet for further data manipulation.
 - Print Page: The report prints as a web page.
- Note:** For the best results, print in landscape orientation.
- View Entire Report: All report subcategory tables are displayed together on one screen.



Figure 123: The options for further use of report data

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

1.1.18 Tenant Rent Calculation Discrepancy Report

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

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

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



1.0 Form 50058

RCR Rent Calc HQS SEMAP New Adm Rent & Rent Burden Income
Delinquency Reexam Decon KMI EOP Mob & Port Budget Rel. Averages

Rent Calculation Discrepancy

Tenant Rent Calculation Discrepancy Report

Select Program Type: Public Housing

Select Level of Information:
[Public Housing 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 Calculation Discrepancy Report
(Level of information is Housing Authority)
As of November 30, 2009

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

Download Report in Excel Print this report page

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

* - Data Unavailable

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

Page 1 of 1

Figure 125: The Tenant Rent Calculation Discrepancy Report

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



1.0 Form 50058

- 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.