

**OPERATING FUND CALCULATION OF CY 2014 OPERATING SUBSIDY
HUD-52723, Section 2, Categorization of Unit Months
Final Pre-populated Unit Status Data Report
for July 1, 2012 through June 30, 2013**

As part of the CY 2014 Operating Subsidy process, HUD will use PIC data entered by PHAs to pre-populate the unit status fields in the HUD form 52723. This was done as part of the CY 2011, CY 2012 and the CY 2013 processes. Beginning in CY 2013, most unit status cells in the 52723 forms were locked and not editable by PHAs. In the CY 2012 Operating Subsidy Processing Notice PHAs were provided notification that HUD would begin locking cells in CY 2013. As part of the CY 2014 Operating Subsidy Process HUD is expanding the number of cells that will be locked and uneditable by PHAs. While both HUD and PHAs have continued to make efforts to increase the accuracy of occupancy and other unit status data in PIC, the locking of the unit status cells in the 52723 form highlights the import of PHAs ensuring, on an ongoing basis, that PIC unit status data is accurate and up to date.

HUD is publishing this report on unit status data for review and use by PHAs in preparing draft forms before the electronic forms are posted. This is intended to provide visibility to PHAs to their data and to offer a final opportunity: to review the unit status; where needed consult with field offices regarding data changes; prepare HUD-52723 unit status comments and obtain TAC ticket number(s), if needed.

Below is a link to the unit status data report. This report covers the reporting period, from July 1, 2012 through June 30, 2013. [This final version of the unit status data incorporates data on Asset Repositioning Fee units \(ARF\). Questions and comments about ARF data should be referred to HUD Field Offices.](#)

Unit status data is used to pre-populate the Section 2, "Categorization of Unit Months" data on the HUD form 52723, which in turn is used to determine the "Eligible Unit Months" for funding. PHAs should review the unit status data report for accuracy. If an update or correction is necessary, PHAs should immediately:

- Update PIC with corrected data to the extent possible. PHAs should review any PIC FAQs and PIC system guides for possible solutions.
- Where a PIC data issue is found that is beyond the PHA ability to update or correct, the PHA should contact its Field Office PIC Coach or Financial Analyst to determine if the Field Office can resolve the issue. If the Field Office cannot resolve the issue, the PHA should contact the Technical Assistance Center (TAC) for assistance and a PIC Ticket. When calling in their PIC ticket request for the purpose of reporting unit status data issues, the PHA must inform the TAC that the call is related to **"Operating Fund 2014 Unit Status Data"** so that HUD can track the outcome of these issues. **Additionally, PHAs must provide the TAC with the project number(s) involved and detailed description of data issue(s).**
- Information on getting PIC/IMS technical assistance can be obtained at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic/help
- Where appropriate, PHAs should confirm that PIC has been corrected. To do so PHAs should either, review PIC, get an email confirmation from the Field Office, or PIC Team review the to

confirm that the issue is resolved. Some data issues may take an extend time period to correct. In these cases, PHAs should work with HUD Field Offices to correctly report unit status data on the HUD-52723 electronic form when these forms are distributed. The process for this is outline in the **PIH-2013-16, "Public Housing Operating Subsidy Eligibility Calculations for Calendar Year 2014."**

HUD extracted unit status data from PIC as of September 12th 2013st to pre-populate the 52723 forms. PHAs should have on or before close of business (5pm) August 1st, 2013 submitted HUD-50058s with effective dates in the reporting period, and obtain Field Office approved status for allowable vacancies with effective dates in the reporting period in order to allow changes in unit statuses to be captured in PIC for the pre-population of the HUD-52723.

For PHAs that use end of the month data to determine unit statuses and pre-populate their 52723s, this provided them approximately 30 days from June 30th to submit 50058 data. This is shorter than the normal 60 days timeframe associated with 50058 submission. This is necessary in order for HUD to achieve its goal of providing eligibility data to PHAs on a more timely basis, or, more specifically, prior to the start of CY 2013. Generally, HUD will not consider unit status changes for the reporting period that are submitted in PIC by a PHA after August 1st.

The Final OPFUND PIC Unit Status Report (July thru June) can found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2014

Technical Notes:

1. There may be minor differences in the number of unit months populated in the HUD-52723, the Operating Fund PIC Unit Status Preliminary and/or Final Report and PIC unit status data reports available from the PIC system. Some of these differences are explained by the variations in the business rules used to consider when unit status changes are recorded for the purpose of funding or certain pre-existing PIC reports. This consideration and how the report variations have been resolved is further illustrated below.

When unit tenant status changes become effective in PIC on the first or last day of the month, the PIC Unit Status Summary Report counts the unit under the new unit status. For example, suppose a unit previously occupied by an assisted tenant is vacated on March 1st. The PIC Unit Status Summary Report would count this unit as vacant for the month of March.

The rules used to populate the HUD Form-52723 data differ from this logic. For the purposes of calculating unit months for Operating Subsidy, when a unit moves from a funded unit tenant status to an unfunded unit tenant status on the first or last day of the month, that unit is counted under the funded status for the month. In the example above, a unit previously occupied by an assisted tenant that is vacated on March 1st would be considered occupied by an assisted tenant for the month of March. If a unit moves from an unfunded status to a funded status on the first or last day of the month, the unit is also counted under the funded status for

that month. When a unit moves between two funded unit tenant statuses on the first or last day of the month, the unit is counted under the new status for the purposes of calculating unit months. However, in any case in which a unit change on the first or last of the month moves a unit out of or into the status of occupied by an assisted tenant, the unit will be counted as occupied by an assisted tenant for that month.

In the table below, these 'funded' statuses are highlighted. As a result of the differences described above between the calculation of unit months in PIC and in the pre-populated data, changes on the first or last day of the month into a highlighted status will result in a discrepancy between the PIC reports and the pre-populated data.

OCCAT	Occ. - assisted tenant
OCCNAE	Occ. - Non-assisted employee
OCCOIF	Occ. - Over-income family
OCCPO	Occ. - Police officer
CU	Occ. - Unauthorized/conv. Unit
VACLUP	General Vacancy
VACMOD	Vac – Modernization
VACCLT	Vac - Court litigation
VACNAD	Vac - Natural disaster
VACCAS	Vac - Casualty loss
VACMC	Vac - Market conditions
VACDDP	Vac - Demo-dispo approved
CU	ND Unauthorized
MU	ND Merged Unit
NDADD	ND Spec Use - Antidrug/crime
NDESSS	ND Spec Use - Econ. self suff.
NDOSPA	ND Admin. Uses
NDUNS	ND Spec Use - MTW nbhd serv.
NDUOP	ND Spec Use - Other Res. Act.
NDURA	ND Resident amenities