Tenant Rent Calculation Discrepancy Report Guide

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1. Summary

The *Tenant Rent Calculation Discrepancy Report* provides a list of families where the PHA-reported rent and the PIC-calculated rent differ. The PIC-calculated rent, the PHA-reported rent, and the difference are shown for each family.

The *Tenant Rent Calculation Discrepancy Report* displays data for a selected PHA on Public Housing (excluding flat rent families), Voucher-Funded Assistance (includes Project-Based Certificates, Project-Based Vouchers, Tenant-Based Vouchers, Moderate Rehabilitation (Mod Rehab), Mod Rehab Single Room Occupancy (SRO), and All Relevant Programs (a combination of all of the previous-listed programs). The report does not include Homeownership Vouchers.

This guide helps users to:

- Understand the Tenant Rent Calculation Discrepancy Report data fields
- Understand from where the data comes
- Interpret and use the data contained in the report

2. Report Applications

There are a variety of different uses for HUD-Form-50058 reports. This section highlights some of the important data fields in the Tenant Rent Calculation Discrepancy Report and describes the uses of HUD Form-50058 data contained in this report.

2.1 PHA Uses for the Report

- **Rent Assess Discrepancy for Each Family**

- **Evaluate and administer programs**
  The report can be used to research whether or not the cause of the rent discrepancy is due to software problems or staff error. The PHA can then make the necessary changes to ensure that rent calculation errors do not continue.

2.2 HUD Uses for the Report

- **Assess PHA Performance and monitor quality**
  This report provides HUD useful input in reviewing and assessing a PHA's performance with respect to rent calculations.

- **SEMAP rating system**
  Total rent calculation discrepancies are used as a component of the SEMAP rating for the Section 8 Voucher-Funded Assistance program.

3. User Selection Criteria

The user must specify the Program Type as well as geographic subset. Only families within the user-selected criteria will be included in the report.

3.1 Program Type

Users can choose one or any combination of the following program types:

1. Public Housing
   - Field 1c of the form HUD-50058 equals “P”, and
   - Section 10u of the form equals “I” (for income-based rent)
2. Voucher-Funded Assistance
   - Field 1c of the form HUD-50058 equals “VO” or “CE” and Section 11 or 12 is completed.
3. Tenant-based Vouchers
   - Field 1c of the form HUD-50058 equals “VO”, and Section 12 is completed.
4. Project-Based Vouchers
   - Field 1c of the form HUD-50058 equals “VO”, and
   - Section 11 is completed
5. Project-Based Certificates
   - Field 1c of the form HUD-50058 equals “CE and Section 11 is completed.
6. Mod Rehab
   - Field 1c of the form HUD-50058 equals “MR”, and
   - Field 13b=n (excludes SRO)
7. SRO
   - Field 1c of the form HUD-50058 equals “MR” or “SR”, and
   - Section 13b=y (specifies SRO)
8. All Relevant Programs
   - Includes all Public Housing, Voucher-Funded Assistance, Mod Rehab and SRO programs.

3.2 Geographic Subset (Level of Information)

Because this is a family-by-family report, users must limit the selection universe to the PHA (or Project level for Public Housing only). Only one PHA can be specified in the report. Following is the geographic subset:

- Public Housing Agency
  - ◊ Within a State
  - ◊ Within a State and County

  - ◊ Within a Field Office

- Project (Public and Indian Housing only)
  - ◊ Within a State
  - ◊ Within a State and Metropolitan Area
  - ◊ Within a State and County
  - ◊ Within a State and City or Locality
  - ◊ Within a Public Housing Agency

3.3 Time Span Subset

This report includes information from the most recent HUD Forms-50058 with effective dates over the last 16 months. The Report Start Date will always be the first day of the month that is 16 months before the Report End Date. The Report End Date will always be the last day of the preceding month.

Only the families with an Effective Date of Action falling in between the Report Start Date and the Report End Date (Report End Date ≥ Effective date of action ≥ Report Start Date) will be reported.

4. Report Layout

The schema in Subsection 4.1 shows the report title, the report start date, report end date, the column headings, and the general layout of the fields on the report.

Based on Program Type, relevant sections of the report will present information. For example, when Program Type "Section 8 Voucher" is selected, information will be presented for Section 8 Voucher families only.

Based on Level of Information, the headings on the left side will present information on different geographical subsets. These are given in Subsection 4.2.

4.1 Report Schema

Tenant Rent Calculation Discrepancy Report
(Level of information is Housing Authority)

Program Type – (i.e., Public Housing)
Level of Information – (i.e. HA within State XX) Download Report in Excel Print this report page
HA Code – XXXXX
HA Name – XXXXXXXXXXXXXXXX
Report Start Date: (month, day, year) (First day of month that is 16 months prior to Report End Date)
Report End Date: (month, day, year) (last day of preceding month)

Click on ∆ for Ascending sort and on ∇ for Descending sort

Head of Household Name	Head of Household SSN	Tenant Rent ($)		Charges($)	
		PIC Calculated	PHA Reported	Over	Under
LN, FN, MI	XXX-XX-XXXX	XXX	XXX	XX	XX
LN, FN, MI	XXX-XX-XXXX	XXX	XXX	XX	XX

Tenant Rent Calculation Discrepancy Report
(Level of information is Project – Public Housing Only)

Program Type – Public Housing
Level of Information – (i.e. HA within State XX)		Download Report in Excel	Print this report page
HA Code – XXXXX
HA Name – XXXXXXXXXXXXXXXX
Report Start Date: (month, day, year)
(First day of month that is 16 months prior to Report End Date)
Report End Date: (month, day, year)
(last day of preceding month)

Click on ∆ for Ascending sort and on ∇ for Descending sort

Head of Household Name	Head of Household SSN	Tenant Rent ($)		Charges($)	
		PIC Calculated	PHA Reported	Over	Under
LN, FN, MI	XXX-XX-XXXX	XXX	XXX	XX	XX
LN, FN, MI	XXX-XX-XXXX	XXX	XXX	XX	XX

Tenant Rent Calculation Discrepancy Report
(Level of information is Housing Authority)

Program Type – All Relevant Programs
Level of Information – (i.e. HA within State XX)		Download Report in Excel	Print this report page
HA Code – XXXXX
HA Name – XXXXXXXXXXXXXXXX
Report Start Date: (month, day, year)
(First day of month that is 12 months prior to Report End Date)
Report End Date: (month, day, year)
(last day of preceding month)

Click on ∆ for Ascending sort and on ∇ for Descending sort

Program	Head of Household Name	Head of Household SSN	Tenant Rent ($)		Charges($)	
			PIC Calculated	PHA Reported	Over	Under
XXX	LN, FN, MI	XXX-XX-XXXX	XXX	XXX	XX	XX
XXX	LN, FN, MI	XXX-XX-XXXX	XXX	XXX	XX	XX

Note: The only report that will show the Program is the one for All Programs.

4.2 Levels of Information Displayed

When users select a level of information (geographic subset), information is displayed as shown in the following table.

Level of Information Selected	Information Displayed	
Public Housing Agency		
• Within a State	State	PHA (within selected State)
• Within a State and County	County (within selected State)	PHA (within selected County)
• Within a Field Office	Field Office	PHA (within selected Field Office)
Project (Public Housing only)		
• Within a State	State	Project (within selected State)
• Within a State and Metropolitan Area	MSA (within selected State)	Project (within selected MSA)
• Within a State and County	County (within selected State)	Project (within selected County)
• Within a State and City or Locality	City or Locality (within selected State)	Project (within selected City or Locality)
• Within a Public Housing Agency	Public Housing Agency	Project (within selected Public Housing Agency)

4.3 Viewing/Printing Information

The Tenant Rent Calculation Discrepancy Report can be downloaded in Excel by left clicking the mouse over the “Download in Excel” display at the top of the page. It can be printed one page at a time by left clicking on the “Print Report” display at the top of the page.

Reports print in “portrait” mode.

5. Data Field Definitions/Business Rules

These data field definitions and business rules provide technical definitions for the fields in the Tenant Rent Calculation Discrepancy Report. They reflect program rules and calculations performed for each field. Lettered notation (e.g. 2a) refers to the line number in the Form HUD-50058.

5.1 General Guidelines

UNLESS OTHERWISE SPECIFIED, INCLUDE ONLY:

1. Families within the user selected criteria (program, geographic subset, and time span subset).

2. Families with full subsidy status (3u = C, E, F)

3. For family records where the Program is Public Housing and family's rent is income based (1c = P, Section 10 is filled, and 10u = I), include only families where the Type of Action is:
   - New admission (2a = 1)
   - Annual Reexamination (2a = 2)
   - Historical Adjustment (2a=14)

4. For family records where the Program is Housing Choice Voucher, Project-Based Voucher, or Project-Based Certificates (1c = CE or VO), include only families where the Type of action is:
   - New admission (2a = 1)
   - Annual Reexamination (2a = 2)
   - Historical Adjustment (2a=14)

5. For family records where the Program is Mod Rehab (1c=MR and 13b and c=n), include only families where the Type of action is:
   - New admission (2a = 1)
   - Annual Reexamination (2a = 2)
   - Historical Adjustment (2a=14)

6. For family records where the Program is SRO (1c = MR or SR and 13b or c=y), include only families where the Type of action is:
   - New admission (2a = 1)
   - Annual Reexamination (2a = 2)
   - Historical Adjustment (2a=14)

EXCLUDE:

1. Exclude Homeownership (1c = VO and section 15 of the 50058 form).

5.2 Data Fields/Business Rules

Data Field	Business Rule
Report Start Date	First day of the month that is 16 months prior to Report End Date
Report End Date	Last day of preceding month
Head of Household's Name	COMPOSED of: • Last name (line 3b) • First name (line 3c) • Middle initial (line 3d) WHEN • Family member is head of household (line 3h = H)
Program	COMPOSED of: • Public Housing WHEN: • Field 1c of the form HUD-50058 equals "P", and section 10u of the form equals "I" (for income-based rent) • Section 8 Vouchers WHEN: • Field 1c of the form HUD-50058 equals "VO" and Section 11 or 12 is completed. • Project-Based Vouchers WHEN: • Field 1c of the form HUD-50058 equals "VO" and Section11 is completed • Project-Based Certificates WHEN: • Field 1c of the form HUD-50058 equals "CE and Section 11 is completed. • Mod Rehab WHEN: • Field 1c of the form HUD-50058 equals "MR", and Field 13b=n (excludes SRO) • SRO WHEN: • Field 1c of the form HUD-50058 equals "MR" or "SR", and Section 13b=y (specifies SRO)
Head of Household SSN	COMPOSED of: • Social security number (line 3n) WHEN • Family member is head of household (line 3h = H)
PHA Code	COMPOSED of: • PHA code (line 1b)
PIC Calculated Tenant Rent ($)	EQUALS: • Calculated Tenant Rent (see Appendix A- Rent Discrepancy

Data Field	Business Rule
	Calculation, sections 3.14.1-3.14.5, CALCRENT)
PHA Reported Tenant Rent ($)	EQUALS: • Reported Rent (see Appendix A- Rent Discrepancy Calculation, sections 3.14.1-3.14.5, REPORTRENT)
Over Payment ($)	EQUALS: • PHA Reported Tenant Rent minus PIC Calculated Tenant Rent (See Appendix A- Rent Discrepancy Calculation, sections 3.15, RENTDISC). Do not display if the result is a negative number.
Under Payment ($)	EQUALS: PIC Calculated Tenant Rent minus PHA Reported Tenant Rent

5.3 Sort Order

The output of the report should be sorted on the Head of Household's Last Name, alphabetically, in descending order.

6. APPENDIX A – RENT DISCREPENCY CALCULATION

6.1 Overview

This document provides instructions to compute **Calculated Tenant Rent, Reported Rent,** and **Rent Discrepancy** for a family from the information provided by the family's 50058 form. These fields are needed for the Key Management Indicators report, the Tenant Rent Discrepancy report, and the SEMAP Indicator report. Rent discrepancies will be evaluated when the action type for the Family Report (Form HUD-50058) is a New Admission (2a=1), Annual Reexamination (2a=2) and Annual Reexamination Searching (2a=9) since the status of elderly and disabled families as well as dependents must only be verified at admission and annual reexaminations. Generally, fatal edits in the PIC system prevent incorrect calculations of rent.

6.2 General Guidelines

- **Total Annual Income**: The total annual income of the family including asset income.

- **Elderly Family**: If the head of household, spouse or co-head of the family is 62 years of age or older, the family is considered elderly.

- **Disabled Family**: If the head of household, spouse or co-head of the family is disabled, the family is considered disabled.

- **PIC Calculated Tenant Rent (or PIC Calculated)**: The system calculates the rent each tenant should be paying based on the program type, family's elderly and disability status, income, deduction, allowances, etc. The calculation results in displaying calculated rent. PIC Calculated tenant rent is referred to in the calculation steps as CALCRENT

- **PHA Reported Tenant Rent (or PHA Reported)**: Sections 10 through 16 of Form HUD-50058 are used to report the rent paid by each family. The table below identifies the specific line in the form where the rent should be reported depending on the program and action types and whether the family receives prorated subsidy assistance.

Program	Housing Type or Special Program Participation	Rent Calculation Completion Section	**Reporting Line, if Non-prorated Status (Line 3u≠P)**	Reporting Line, if Prorated Status (Line 3u=P)
Public Housing (line 1c=P)	**Income-based Rent**	**10**	**10f**	10s
	Flat Rent *	10	10b	10b
Sec 8 Vouchers	**Tenant-Based Vouchers**	**12**	**12v**	12ai
Sec 8 Vouchers and Certificates (line 1c=VO or line 1c=CE)	**Project-based Voucher or Certificate Assistance**	**11**	**11s**	11ak
Sec 8 Mod Rehab (line 1c=MR and 13b=n)	**(All)**	**13**	**13k**	13x
Sec 8 SRO (line 1c=MR or SR and 13b=y)	**(All)**	**13**	**13k**	13x

***** These programs or rent types are not included in the rent calculation and rent discrepancy calculation.

- **Bolded items are those that are actually used compared in rent discrepancy calculations.**

- **Rent Discrepancy**: The difference between the calculated tenant rent and the reported tenant rent on the 50058 Form. Rent Discrepancy is referred to in the calculation steps as RENTDISC

6.3 Calculation Steps

This section describes the rent discrepancy calculations in steps. Users of this document should follow them step-by-step to compute the calculated rent for the given conditions of program type, family's elderly and disability status, income, deductions, allowances, etc. As noted previously, discrepancies will only be noted when the action type is New Admission (2a=1), Annual Reexamination (2a=2) or Annual Reexam Searching (2a=9).

Determine Total Gross Annual Income. (TOTINC)

TOTINC = Sum of all lines 7d *[Dollars per year]* for all family members plus line 6j *[Final asset income]*
If TOTINC = 0, set TOTINC = 7i *[Total annual income]*.

Determine maximum monthly rent based on gross income. (GROSSINCOMERENT)

(Maximum monthly rent based on gross income is calculated as the 10% of the annual income divided by 12 months.)
GROSSINCOMERENT = TOTINC / 12 months * 0.10

Determine if the family is ELDERLY

The family member age at Effective date of action is 2b *[Effective date of action]* minus 3e *[Date of birth]*
If the age of the head of household (3a = '01' and 3h = 'H') is ≥ 62
or
If the age of the spouse (3h = 'S') is ≥ 62
or
If the age of co-head (3h = 'K') is ≥ 62
then the family is ELDERLY.

Determine if the family is DISABLED

If the head of household (3a='01' and 3h = 'H') is disabled (3j = 'Y')
or
If the spouse(3h = 'S') is disabled(3j = 'Y')
or
If the co-head(3h = 'K') is disabled(3j = 'Y')
then the family is DISABLED.

Determine if there are other family members who are disabled

If a foster child/foster adult member (3h = 'F') is disabled (3j = 'Y')
or
If an other youth under 18 member (3h = 'Y') is disabled (3j = 'Y')
or
If a full time student over 18 member (3h = 'E') is disabled (3j = 'Y')
or
If an other adult member (3h = 'A') is disabled (3j = 'Y')
then the family has other members who are disabled

Determine Disability Expense. (DIS_EXPENSE)

Case 1: If the family is ELDERLY or DISABLED
If 8g *[Total unreimbursed disability assistance expense]* = 0
DIS_EXPENSE = 8k *[Total out of packet medical expense]* minus (.03 * TOTINC)
If DIS_EXPENSE < 0, set DIS_EXPENSE=0.

If 8g > 0

DIS_EXPENSE = 8g *[Total unreimbursed disability assistance expense]* minus (.03 *TOTINC)
If DIS_EXPENSE < 0
re-compute DIS_EXPENSE = plus 8k minus (.03 * TOTINC)
If DIS_EXPENSE < 0, set DIS_EXPENSE = 0
Else
re-compute DIS_EXPENSE = lesser of (DIS_EXPENSE, 8i *[Earnings in 7d made possible by disability assistance expense]*) plus 8k.

Add 400 to DIS_EXPENSE.

Case 2: If the family is not ELDERLY and not DISABLED and there are other family members who are disabled.
If 8g *[Total unreimbursed disability assistance expense]* > 0
DIS_EXPENSE = lesser of (8g minus (.03 * TOTINC)) , 8i *[Earnings in 7d made possible by disability assistance expense]*)
Else
DIS_EXPENSE = 0.

Case 3: If family is not ELDERLY and not DISABLED and there are no other family members who are disabled.
DIS_EXPENSE = 0

Calculate Adjusted Income based on Disability Expenses.

ADJINC = TOTINC minus DIS_EXPENSE

Determine the number of dependents (DEPEND)

DEPEND = 0
For each member in the household
If the member is a full time student over 18 (3h = 'E')
or
If the member is an other adult (3h = 'A') who is either disabled (3j = 'Y') or is under 18 years old at effective date of action (2b - 3e < 18)
or
If the member is an other youth (3h = 'Y') who is either disabled (3j = 'Y') or is under 18 years old at effective date of action (2b - 3e < 18)
then increment DEPEND by one

Compute the total dependent allowance (DEPEND_ALLOW)

DEPEND_ALLOW = DEPEND * 480.

Calculate Adjusted Income based on dependent allowance.

ADJINC = ADJINC minus DEPEND_ALLOW
If ADJINC < 0, set ADJINC = 0.

Calculate Adjusted Income based on childcare cost (8t).

ADJINC = ADJINC minus 8t *[Yearly estimated childcare costs that are not reimbursed]*.
If ADJINC < 0, set ADJINC = 0.

Calculate Adjusted Income based on total permissive deduction (8e).

If Public Housing (1c='P'), ADJINC = ADJINC minus 8e *[Permissive deductions]*.
If ADJINC < 0, set ADJINC = 0.

Determine maximum monthly rent based on adjusted income. (ADJINCOMERENT)

If Section 8 (1c='CE', 'VO', or 'MR'), then allowable percentage equals 0.30 (30%), otherwise, allowable percentage equals 9e [PHA-set percentage].
ADJINCOMERENT = ADJINC multiplied by Allowable Percentage.

Compute Calculated Rent (CALCRENT) and Reported Rent (REPORTRENT)

For Public Housing

If Program is Public Housing (line 1c='P' and 10u = I)

CALCRENT = Highest of (GROSSINCOMERENT, ADJINCOMERENT, 9g *[Welfare Rent per Month]*, 9h *[Minimum Rent]*)
CALCRENT = CALCRENT minus 10e *[Utility Allowance]*

REPORTRENT = line 10f *[Tenant Rent]*

For Project Based Vouchers and Certificates (excluding Manufactured Homeowner Renting the Space and Homeownership)

If Program is Project Based Vouchers and (line 1c='VO' and section 11 is filled)

CALCRENT = Highest of (GROSSINCOMERENT, ADJINCOMERENT, 9g *[Welfare Rent per Month]*, 9h *[Minimum Rent]*, 9i *[Enhanced Voucher minimum rent]*
CALCRENT = CALCRENT minus 11m *[Utility allowance]*
CALCRENT = Lesser of (CALCRENT, 11k *[Contract rent to owner]*)

REPORTRENT = line 11s *[Tenant Rent]*

For Section 8 Vouchers (excluding Homeownership)

If Program is Section 8 Vouchers (line 1c='VO' and section 12 is filled)

CALCRENT = Highest of (GROSSINCOMERENT, ADJINCOMERENT, 9g *[Welfare Rent per Month], 9h [Minimum Rent]*, 9i *[Enhanced voucher minimum rent]*)

Compute TOTHAP = 12q *[Lower of 12j or 12p]* minus CALCRENT. If TOTHAP < 0, set TOTHAP = 0.
CALCRENT = Lesser of (12k-Rent to owner, TOTHAP).
CALCRENT = 12k *[Rent to owner]* minus CALCRENT

REPORTRENT = line 12v *[Family rent to owner]*

For Section 8 Mod Rehab and SRO

If Program is Section 8 Mod Rehab (line 1c='MR')

CALCRENT = Highest of (GROSSINCOMERENT, ADJINCOMERENT, 9g[Welfare Rent per Month], 9h *[Minimum Rent]*, 9i *[Enhanced voucher minimum rent]*)
CALCRENT = CALCRENT minus 13i *[Utility allowance]*.
CALCRENT = Lesser of (CALCRENT, 13h *[Contract rent to owner]*)

REPORTRENT = line 13k *[Tenant rent]*

Compute Rent Discrepancy (RENTDISC)

- Get the absolute value of the difference between CALCRENT and REPORTRENT
  RENTDISC = Absolute Value of (CALCRENT minus REPORTRENT)
  If RENTDISC >0
  then a rent discrepancy exists.
- Determine if rent discrepancy is overpayment or underpayment
  If CALCRENT > REPORTED RENT, RENTDISC is an underpayment.
  If CALCRENT < REPORTED RENT, RENTDISC is an overpayment.