

Guide For Managing Your PIC Submission Rate *For Public Housing*

Introduction

Since the inception of the PIC system, HUD has calculated your PIC submission rate for both Public Housing and Section 8 Voucher programs. The result of that calculation is displayed in the PIC Delinquency Report located in the 50058/Reports sub-module in PIC.

Your PIC submission rate should be the number of current 50058 records in PIC divided by the number of families you currently assist. For example, if you have 80 current 50058 records in PIC and you currently assist 100 families, your submission rate should be 80 divided by 100 or 80%. Unfortunately HUD has no means of knowing how many families you currently assist on any given date. So HUD, and the PIC system, must guess how many families you are assisting when it generates the Delinquency Report.

In the case of the Public Housing submission rate, the number HUD uses for the families you currently assist is the total number of ACC units in your public housing developments that are marked in the PIC unit file as "Occupied by Assisted Tenant." (HUD only added that status to the PIC system in October, 2005 and all ACC units that were available for occupancy were marked with that status.)

In other words, a 50058 is "required" in the Delinquency rate calculation for every unit marked as "Occupied by Assisted Tenant," even if the unit is NOT occupied.

The good news is that HUD added the ability to change the unit status in PIC with the release of version 5.7.0 in September, 2005. For purposes of this Guide, PIC now includes two occupancy statuses for each unit. One is "Occupied by Assisted Tenant" and the other is "Vacant Or Otherwise Occupied." Any unit with a "Vacant Or Otherwise Occupied" status will NOT be "counted against you" in the Delinquency Report calculation.

In an ideal world, a unit would have a status of "Occupied by Assisted Tenant" when the unit is occupied and a status of "Vacant Or Otherwise Occupied" when the unit is vacant. The PIC system does not automatically change that status when you end participation on a family. Instead you must make that change manually in PIC when you vacate a unit.

This Guide will explain how to change the unit status on your Public Housing units so you increase the accuracy of the Delinquency Report submission rate calculation.

Setting the Unit Status in PIC

To change the PIC Unit Status of a Public Housing unit, log on to PIC and selection the Housing Inventory/Development sub-module from the main menu screen, as shown below.

public and indian housing information center
Release 5.7.0

PIC HEADLINES

- **KDHP Added to PICTEST** - 10/6/2005
KDHP to support Katrina-affected HUD families [\[full text\]](#)
- **WASS Transition - More Information** - 9/22/2005
WASS is okay for logons other than PIC [\[full text\]](#)
- **PIC Release Summary Posted** - 9/21/2005
Release 5.7 detailed summary available for download [\[full text\]](#)

[Browse](#) all PIC Headlines.

PICHELP Information

If you require any assistance please send an email describing the issue along with your Name, Phone Number, Housing Authority Number and Field Office Name where applicable to pichelp@hud.gov or telephone the PIChelp Call Center at 1-800-366-6827 between 8:00am and 8:00pm (EST) on all business days.
Please go to the [PIC Home Page](#) for more information.

Includes Housing Authority, Development and Demo-Dispo submodules.

When the Development sub-module loads, the following screen will appear.

Development | Building | Unit | Submission | Reports

Profile | List | Address | Contact

Select View: Development

Field Office HA: TX006 San Antonio

Physical Development: TX006001 ALAZAN

Development Profile information [Edit Development](#)

Development Name: ALAZAN
 Program Type: Low Income Rental
 Development Method: New Construction - Turnkey
 Structure Type: Walkup/Multifamily Apt (Shared Entrance)
 Acquisition Construction Date: 05/31/1942
 DOFA Date Actual: 05/31/1942
 EIOP Date Actual: 06/01/1942
 DOFA Target Date: 05/31/1942
 EIOP Target Date: 06/01/1942
 Dwelling Structures: 119
 Non-Dwelling Structures: 2
 Scattered Site?: No


On the Development tab of the sub-module, click on the down arrow next to the “Physical Development” field and select the development from the popup list which contains the unit you want to edit.

Once the correct development is selected, click on the Unit tab and the following screen will appear.

Development Building Unit Submission Reports
 Unit List Building/Unit Data Transfer Upload Error Report

Field Office HA: TX006 San Antonio
 Physical Development: TX006001 ALAZAN

Unit Search

Building Number: Door Number:
 Entrance Number: First Name:
 Unit Number: Last Name:
 Floor Number: 

Unit Information

Units 1 to 1 of 1 [Add Units](#)
 Page No: 1 of 1

Unit Number	Unit Status Type	Tenant Name (Last, First Name)	Building Number	Entrance Number	Floor Number	Door Number	Delete Unit?
AL0048	Initial Approval Completed	NOT REPORTED	020002	2	1		

On the Unit tab, enter the number of the unit you want to edit in the “Unit Number” field and click the Search button. Once the screen refreshes, only the unit you searched for will appear at the bottom of the screen. If the unit is vacant, but the Unit Status is set to “Occupied,” the Tenant Name field will read “NOT REPORTED.” Click on the Unit number on the left side of the unit record and the following unit detail screen will appear.

Development Building Unit Submission Reports
 Unit List Building/Unit Data Transfer Upload Error Report

Field Office HA: TX006 San Antonio
 Physical Development: TX006001 ALAZAN

Unit Information

Unit Number: AL0048 Building: 020002
 Entrance Number: 2 Building Entrance Address: 102 VIOLETA
 ACC Unit Indicator: Yes
 Door Number: Floor Number: 1 *
 Bedroom Count: 0 * Unit Designation: Family Unit
 Unit Status Type: Initial Approval Completed
 Unit Status: Occupied by Assisted Tenant
 Exception
 Not Reported
 Vacant Or Otherwise Occupied
 Effective Date: 07/24/1998

The unit detail screen displays the Unit Status options on the right side of the screen. To change the Unit Status from “Occupied by Assisted Tenant” to “Vacant Or Otherwise Occupied”, click on the radio button next to “Vacant Or Otherwise Occupied.” When you change the selection, a the following Default Comments dialog box appears:

Default Comment:
User lhmorgan has changed the Unit Status from NR to VACOOOC

Reason for Change : Others

Enter Comments: (If left blank, the default comment will be stored)
VFW

Save Cancel

Note: Please remember to click the 'Save' button on the Unit Details page to save the Unit Status changes.

On the Default Comments dialog box, select ‘Other’ as Reason for Change. You can enter a comment about the change in status or leave it blank. Then click the Save button.

When you click Save on the Default Comments dialog, a new field, ‘Reason for Exception,’ will appear on the lower, right-hand side of the Unit Details screen.

Unit Information

Unit Number:	140D	Building :	140
Entrance Number:	1	Building Entrance Address:	140 MOUNTAIN AVENUE
ACC Unit Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Door Number:	140D	Floor Number:	1 *
Bedroom Count:	3 *	Unit Designation:	Family Unit
			<input type="radio"/> Exception
			<input type="radio"/> Not Reported
Unit Status Type:	Initial Approval Completed	Unit Status:	<input checked="" type="radio"/> Occupied by Assisted Tenant
			<input checked="" type="radio"/> Vacant Or Otherwise Occupied
		Reason for Exception:	Select Reason
		Effective Date:	Select Reason

Head of Family Details

As the MTCS data transfer routine has been/is being executed, all further updates to the MTCS sub-module.

Social Security Number:	-
First Name:	-
Last Name:	-
Occupancy Date:	-

Save

Click the down arrow next to the 'Reason for Exception' field and select the reason you are changing the status from the popup list. The typical reasons you might select when a unit is vacant is 'Vacant due to Make Ready or lease-up time,' 'Vacant due to market conditions,' or 'Vacant undergoing modernization.' HUD's guidance on the meaning of each reason can be found in PIH Notice 2006-36.

Once you have made your selection, enter the date that the change occurred in the 'Effective Date' field. Then scroll to the bottom of the screen and click the Save button to save your change.

Note: When you submit a New Admission for a Public Housing family to occupy a unit with a Unit Status of 'Vacant or Otherwise Occupied,' PIC will automatically change the Unit Status back to 'Occupied by Assisted Tenant' when it accepts the New Admission record. If you subsequently, vacate that unit, and you want the Unit Status to return to 'Vacant or Otherwise Occupied,' you will need to manually change the status as described above.

Changing the Status of Another Unit

To change the status of another unit, click on the Development tab and repeat the process by first selecting the Development containing the unit you want to edit, and then clicking on the Unit tab to search for and change the status of that unit.

Recommended Practice For the Delinquency Report

The PIC Delinquency Report, which contains your submission rate calculation, is generated once each month based on data in PIC as of the last day of the previous month. So no matter how many times you view the Delinquency Report in any given month, it will only change on the first Friday of the following month, when HUD performs it's once a month calculation again.

In order to ensure that the Delinquency Report is accurate each month (and does not artificially over-estimate the number of units you have occupied), we recommend that you print a list of vacant units from your software system and research those units in the PIC Development sub-module (as described above). Any unit that appears as "not reported" on the Unit tab of the Development sub-module must have the Unit Status manually changed from "occupied" to "vacant" according to the procedure described in this guide.

We also recommend that, on the Monday after the first Friday of each month, you run the Delinquency Report to see what your PIC submission rate is according to HUD's calculation for the end of the previous month. If your Unit Status for each unit is accurate as of the end of the previous month, the Delinquency Report will accurately reflect your PIC submission rate at that time.