

**U.S. Department of Housing and Urban Development**

550 12<sup>th</sup> Street, SW  
Suite 100  
Washington, DC 20410



OFFICE OF PUBLIC AND INDIAN HOUSING  
REAL ESTATE ASSESSMENT CENTER  
FINANCIAL MANAGEMENT DIVISION

**OPERATING FUND CALCULATION OF CY 2013 OPERATING SUBSIDY  
HUD-52723, Section 2, Categorization of Unit Months and  
Final Pre-populated Data Report for July 2011 through June 2012**

Background:

As part of the CY 2013 Operating Subsidy process, HUD used PIC unit status data to pre-populate the HUD form 52723, Section 2 Unit Months Categorization cells. This was done as part of the CY 2011 and CY 2012 process as well. However, unlike past years, the Section 2 Unit Months Categorization counts in the CY 2013 HUD-52723 form are locked and not editable by PHAs. PHAs were provided notification of this in the "Public Housing Operating Subsidy Calculation for Calendar Year 2012" Notice and the Operating Subsidy Calculation notice for 2013. Two exceptions to the above include the Changing Market Condition and Asset Repositioning counts, which will remain editable.

Both HUD and PHAs have in recent years expended considerable efforts to increase the accuracy of occupancy data in PIC, resulting in significant improvements. Given that the unit months /unit status data would be locked to PHAs in the HUD-52723 forms, HUD published two preliminary reports on PIC unit status data for review by PHAs. This was intended to provide PHAs an opportunity to view and make corrections to their data, if needed.

Guidance on 2013 HUD-52723 Section 2:

Below is a link to the final report on unit months/unit status data posted on Financial Management Division (FMD) 2013 webpage. This report covers the reporting period, from July 1, 2011 through June 30, 2012. The Final OPFUND PIC Unit Status Report (July thru June) can be found at [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/am/of/opfnd2013](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/am/of/opfnd2013).

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 may use the final unit months/unit status data report along with other PIC system information as a resource to analyze and understand data used to populate the Section 2 of the HUD-52723. PHAs will need to reference the PIH Notice 2012-30, "Public Housing Operating Subsidy Eligibility Calculations for Calendar Year 2013," section "4. General Operating Subsidy Submission Processing for CY 2013, C. Pre-populated Data," pages 3 through 5. The notice provides the primary guidance for the pre-populated unit months/unit status data. Continuing to update and correct PIC data discrepancies is important for the accuracy of housing information system data and to insure the accuracy of recent past data and 2014 reporting period data. If updates or corrections are 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 a PHA is requesting a Field Office change for Occupied dwelling units months (Section 2, Column A, Line 01 of the HUD-52723) of 3% or more from the pre-populated data or change in vacant unit months Section 2, Line 11 of 3% or more from the pre-populated data, the PHA will contact the Technical Assistance Center (TAC) for assistance and a PIC Ticket.
- When a PHA is requesting a Field Office change in its HUD-52723 Section 2, Column A, unit months for any of the Lines 02 through 09 (except lines 3 and 4 for new units) to increase the counts over the pre-populated data, the PHA will contact the Technical Assistance Center (TAC) for assistance and a PIC Ticket.
- When calling in the PIC ticket reporting unit status data issues, the PHA must inform the TAC that the call is related to ***“Operating Fund 2013 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).**
- PHAs requesting a Field Office change to the prepopulated unit months data noted above will provide in the HUD-52723 Comments Section, the PIC ticket number, brief explanation, unit month category line numbers, and revised counts for each line. Comments should demonstrate that the cause of the data discrepancy was outside the control of the PHA and that the PHA made timely efforts to resolve the discrepancy and other relevant circumstances.
- PHAs should note in the email transmitting their form(s) that there are changes requested in Section 2 of the HUD-52723 form comments section.

For all other unit months change request outside the thresholds above, PHAs will request a change to the prepopulated unit months data in the HUD-52723 Comments Section with brief explanation, unit month category line numbers, and revised counts for each line. PHAs will provide any additional documentation Field Office may consider necessary to verify the unit months status. Request for changes not specified in PIH Notice 2012-30 do not require a TAC ticket number.

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](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/systems/pic/help).

Where appropriate, PHAs should confirm that PIC data issues have been corrected. To do so PHAs should either, review PIC, get an email confirmation from the HUD PIC IT, Field Office PIC Coach, or review any subsequent unit status data reports. Resolution of PIC unit status data issues will support preparation for 2014 by increasing data accuracy for the July 1, 2012 to June 30, 2013 reporting period.

Technical Notes:

1. HUD pulled unit status data from PIC as of August 10<sup>th</sup>. Therefore, on or before August 10<sup>th</sup>, 2012, PHAs will need to have 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. This timing allowed changes in unit statuses to be captured in PIC for the pre-population of the HUD-52723.
2. 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 30<sup>th</sup> to submit 50058 data. This is shorter than the normal 60 days timeframe associated with 50058 submission. However, the shorter period was necessary for HUD to achieve its goal of providing eligibility data to PHAs 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 10<sup>th</sup>.
3. There will be minor difference in the number of unit months populated in the HUD-52723, the Operating Fund PIC Unit Status Final Report and PIC unit status data reports available from the PIC website. These differences are explained by the variations in the business rules used to consider the 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