

# **MTW Delinquency Report Guide**

**Public and Indian Housing Inventory Management System  
(IMS)  
Moving to Work (MTW) Module**

*November 2007*



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## 1. Summary

The *MTW Delinquency Report* summarizes Form HUD-50058 and Form HUD-50058 MTW submissions information for a select MTW site. The report compiles data an MTW site submitted to the MTW and/or Form-50058 Module for the following programs into a single report:

- Public Housing
- Voucher-Funded Assistance (includes Tenant-based vouchers, Project-based vouchers, Project-based certificates and Homeownership vouchers)
- Moderate Rehabilitation (Mod Rehab)
- Single Room Occupancy (SRO)

All program types applicable to the selected Public Housing Agency (PHA) are shown in a single report. For MTW sites with both MTW and non-MTW Public Housing and/or Voucher-Funded Assistance units, the report consolidates the MTW site's data and displays it on one row for Public Housing and one row for Voucher-Funded Assistance. The "50058 Received" field divided by the "50058 Required" field results in the reporting rate for each program type for each individual PHA.

This guide helps users to:

- Understand the *MTW Delinquency Report* data fields
- Understand the source of the data
- Interpret and use the data contained in the report.

## 2. Report Applications

There are a variety of different uses for the *MTW Delinquency* by both PHAs and HUD staff.

### 2.1. PHA Uses for the Report

- **Monitor reporting rates**

A PHA uses this report to monitor its Form HUD-50058 and Form HUD-50058 MTW submissions and resulting reporting rates. The reporting rates reflected in the *MTW Delinquency Report* as of the PHA's fiscal year end is used by HUD for the Section Eight Management Assessment Program (SEMAP) scoring (Voucher-Funded Assistance only) or for potential Public Housing and Voucher-Funded Assistance sanctions.

- **Monitor data submission**

By monitoring not only the quantity of record submissions but the timeliness of those submissions, the PHA ensures that IMS-generated data is reflective of the most current information possible. The "Forms Received" column provides a quick reference on age of data.

### 2.2. HUD Uses for the Report

- **Monitor PHA reporting rates**

Field Offices use the *MTW Delinquency Report* to review reporting rates for PHAs that participate in the MTW Demonstration program. The report can be used by Headquarters to determine reporting sanctions.

- **SEMAP rating system**

A deficient reporting rate can affect the IMS-related indicators under SEMAP for the MTW sites scored under SEMAP.

### 3. User Selection Criteria

Users specify the MTW site for which the report is desired.

#### 3.1. MTW Site

The user selects a MTW site from the drop-down list of PHAs participating in the MTW Demonstration program. The report can be generated for MTW sites reporting their MTW household data to the Form-50058 Module and/or the MTW Module.

#### 3.2. Time Span Subset

This report includes information from the most recent Form HUD-50058 and Form HUD-50058 MTW with effective dates over the last 40 months and action types New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-In (2a = 4), Other Change of Unit (2a = 7), Flat Rent Annual Update (2a = 12) or Historical Adjustment (2a = 14). The "As of" date will always be the last day of the preceding month. The Effective Dates Included will begin with the "As of" date and go back 40 months. For example, the Effective Dates Included for the *Delinquency Report* As of December 31, 2005, would be September 1, 2002 through December 31, 2005.

In order to ensure that the last action within the Effective Dates Included is counted, the system will:

1. Search the current database for the latest record. If the latest record is within the Effective Dates Included, it will be counted.
2. If the effective date of the latest record is greater than the Effective Dates Included, the system will search the historical database and use the most recent record that falls within the Effective Dates Included.
  - a. The report will not count action types New Admission, Portability Move-in or Historical Adjustment if the effective date of the latest record is greater than the Effective Dates Included because there will not be a previous record in the historical database.
  - b. The report will not count any action type for records submitted to the Form-50058 Module with an effective date greater than the Effective Dates Included if the record also reports a change in head of household by reporting the former head of household's SSN on line 3w because there will not be a previous matching record in the historical database.

## **4. Report Layout**

The schema in subsection 4.1 shows the layout of the report. Subsection 4.2 shows the Level of Information at which this report is available. Subsection 4.3 provides additional information for viewing and printing the report.

### **4.1. Report Schema**

The report schema begins on the next page

## MTW Delinquency Report As of April 30, 2006

PHA Code: <Insert PHA Code>  
 PHA Name: <Insert PHA Name>  
 Field Office Code: <Insert FO Code>  
 Field Office Name: <Insert FO Name>  
 PHA FYE: <Insert FYE>  
 Effective Dates Included: **January 1, 2003 through April 30, 2006**



[Download in Excel](#)   [Print Report](#)

Program Type	ACC Units	VMS Units Leased	As of MM/YY	Port-Outs	Port-Ins	50058s Required	50058s Received	Diff	Reporting Rate	Forms Received		
										Last Month	Last 3 Months	Last 6 Months
Public Housing	XXXX	N/A	N/A	N/A	N/A	XXXX	XXXX	XXX	XXX%	XXX	XXX	XXX
Voucher-Funded Assistance	XXXX	XXXX	MM/YY	XXXX	XXXX	XXXX	XXXX	XXX	XXX%	XXX	XXX	XXX
Mod Rehab	XXXX	N/A	N/A	N/A	N/A	XXXX	XXXX	XXX	XXX%	XXX	XXX	XXX
SRO	XXXX	N/A	N/A	N/A	N/A	XXXX	XXXX	XXX	XXX%	XXX	XXX	XXX

## **4.2. Levels of Information Displayed**

The report is displayed at the PHA level.

## **4.3. Viewing/Printing Information**

The *MTW Delinquency 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 by left clicking on the “Print Report” display at the top of the page. Reports are designed to be printed in the “landscape” mode. Users should ensure that they make the necessary printer adjustment before printing the report.

## 5. Data Field Definitions/Business Rules

These data field definitions and business rules provide technical definitions for the fields in the *Delinquency 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 or the Form HUD-50058 MTW.

Data Field	Data Field Definition/Business Rules															
PHA Code	Code for the PHA, taken from the Housing Authority table.															
PHA Name	The name of the PHA, taken from the Housing Authority table.															
Field Office Code	Code for the Field Office of the PHA, taken from the Housing Authority table.															
Field Office Name	The name of the Field Office of the PHA, taken from the Housing Authority table.															
PHA FYE	<p>The fiscal year end (FYE) of the housing authority, taken from P113PT_participant table in PICDB. The description of the FYE is provided in the view, P113PV_PARTICIPANT_FYEND_TYPE as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Participant_fyend_code</th> <th style="text-align: left;">Participant_fyend_description</th> <th style="text-align: left;">Active_ind</th> </tr> </thead> <tbody> <tr> <td>1MAR</td> <td>03/31</td> <td>Y</td> </tr> <tr> <td>2JUN</td> <td>06/30</td> <td>Y</td> </tr> <tr> <td>3SEPT</td> <td>09/30</td> <td>Y</td> </tr> <tr> <td>4DEC</td> <td>12/31</td> <td>Y</td> </tr> </tbody> </table>	Participant_fyend_code	Participant_fyend_description	Active_ind	1MAR	03/31	Y	2JUN	06/30	Y	3SEPT	09/30	Y	4DEC	12/31	Y
Participant_fyend_code	Participant_fyend_description	Active_ind														
1MAR	03/31	Y														
2JUN	06/30	Y														
3SEPT	09/30	Y														
4DEC	12/31	Y														
Program Type	Program type for which information is reported (either Public Housing, Voucher-Funded Assistance, Mod Rehab or SRO).															
ACC Units	<p><u>Public Housing:</u> The total units from the IMS Development sub-module marked "yes" in ACC indicator, where Program (1c)=P.</p> <p><u>Voucher-Funded Assistance:</u> The total Voucher units from the HUDCAPS Unit Distribution Table. (This is an internal HUD system that tracks reservations and funding of units.)</p> <p><u>Mod Rehab:</u> The aggregate of UNIT_COUNTS in HAPU where TRANS_NUMBER and LINE_NO in HAPU are in FISL and TRANS_NUMBER, LINE_NO and HAP_NUMBER in FISL are in HAPC and the report end date is within HAP_EFF_DATE and HAP_EXP_DATE of HAPC and the 6th and 7th character of TRANS_NUMBER = 'MR' and XORGANIZATION does not end in 'AD'.</p> <p><u>SRO:</u> The aggregate of UNIT_COUNTS in HAPU where TRANS_NUMBER and LINE_NO in HAPU are in FISL and TRANS_NUMBER, LINE_NO and HAP_NUMBER in FISL are in HAPC and the report end date is within HAP_EFF_DATE and HAP_EXP_DATE of HAPC and the 6th and 7th character of TRANS_NUMBER = 'MR' or 'SR' and XORGANIZATION ends in 'AD'.</p>															

VMS Leased Units	Sum of Litigation, Mainstream 1-Year, Mainstream 5-Year, Homeownership Vouchers, MTW, All Other Vouchers, HOPE 6 Section 8 Vouchers and Tenant Protection vouchers from the Voucher Management System as of the date shown in the next column (port-out units for which the PHA is billed are included; port-in units are not included). Show N/A for all program types except Voucher-Funded Assistance.
As of XX/XX	The month/year of the latest PHA submission to VMS (the month should always be a quarter end – 03, 06, 09, 12). Show N/A for all program types except MTW Voucher-Funded Assistance and Non-MTW Voucher-Funded Assistance.
Port-outs	Number of 50058 reports in the Form-50508 Module and MTW Module national databases where a record is submitted by a PHA other than the assessed PHA, the Program Type (1c) = VO, CE, PR, T or H action types are New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-In (2a = 4), Other Change of Unit (2a = 7), or Historical Adjustment (2a = 14), the receiving PHA is billing the assessed PHA and the assessed PHA's code is recorded in 12f, 15e, 21f or 22f and 12e>0, 15d>0, 21e>0 or 22e?0. Show N/A for all program types except Voucher-Funded Assistance.
Port-ins	Number of 50058 reports in the Form-50508 Module and MTW Module national databases under the assessed PHA where Program (1c) = VO, CE, PR, T or H and action types are New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-In (2a = 4), Other Change of Unit (2a = 7), or Historical Adjustment (2a = 14) where the assessed PHA is billing an initial PHA as reflected by a PHA code in 12f, 15e, 21f or 22f where 12e>0, 15d>0, 21e>0 or 22e>0. Show N/A for all program types except Voucher-Funded Assistance.
50058s Required	<p><b>Public Housing:</b> The IMS Development sub-module Unit Details Screen total of all units noted as ACC=Yes <b>and</b> Unit Submission Status Type = Initial Approval Completed and Unit Status = "Occupied by Assisted Tenant" or "Not Reported" <b>or</b> Unit Submission Status Type = Demo/Dispo Draft, Demo/Dispo Proposed or Demo/Dispo Approved <b>and</b> Unit Status = "Occupied by Assisted Tenant".</p> <p><b>Voucher-Funded Assistance:</b> Sum of Litigation, Mainstream 1-Year, Mainstream 5-Year, Homeownership Vouchers, MTW, All Other Vouchers, HOPE 6 Section 8 Vouchers and Tenant Protection vouchers from the last month reported to the Voucher Management System as of the date shown in the column heading, with adjustments for portability:</p> <p><b>ADD:</b> All 50058 records under the selected PHA in the Form-50058 Module and MTW Module that show a valid PHA code in 12f, 15e, 21f or 22f if 12e&gt;0, 15d&gt;0, 21e&gt;0 or 22e&gt;0</p> <p><b>Minus:</b> All 50058 records in the Form-50058 Module and MTW Module national database that show the selected PHA's code in 12f, 15e, 21f or 22f if 12e&gt;0, 15d&gt;0, 21e&gt;0 or 22e&gt;0.</p> <p><b>Mod Rehab:</b> The aggregate of UNIT_MONTHS_LSD divided by 12 from the most recently submitted HUDCAPS Mod Rehab Year-End Settlement Table (PAYH) whose YES_PROCESS_FLAG = 'Y' and the 6th and 7th character of TRANS_NUMBER = 'MR' and XORGANIZATION does not end in 'AD'.</p> <p><b>SRO:</b> The aggregate of UNIT_MONTHS_LSD divided by 12 from the most recently submitted HUDCAPS SRO Year-End Settlement Table (PAYH) whose</p>

	YES_PROCESS_FLAG = 'Y' and the 6th and 7th character of TRANS_NUMBER = 'MR' or 'SR' and XORGANIZATION ends in 'AD'.
50058s Received	<p><u>Public Housing:</u> Sum of 50058 reports received in the Form-50058 Module and MTW Module where Program (1c)=P and action types are New Admission (2a=1), Annual Reexamination (2a=2 or 3), Other Change of Unit (2a=7), Flat Rent Annual Update (2a=12), or Historical Adjustment (2a=14).</p> <p><u>Voucher-Funded Assistance:</u> Number of 50058 reports received in the MTW Module and Form-50058 Module where Program (1c)=VO, CE, PR, T or H and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Portability Move-In (2a=4), Other Change of Unit (2a=7), Annual Reexamination Searching (2a=9), or Historical Adjustment (2a=14).</p> <p><u>Mod Rehab:</u> Number of 50058 reports received in the Form-50058 Module where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=n or Mod Rehab SRO unit (not homeless program) (13c)=n with action types of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p> <p><u>SRO:</u> Number of 50058 reports received in the Form-50058 Module where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=y or Mod Rehab SRO unit (not homeless program) (13c)=y with action types of New Admission (2a=1), Annual/Interim Reexamined (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p>
Difference	The difference between the 50058s Required and the 50058s Received.
Reporting Rate	The total 50058s Received divided by the total 50058s Required (shown as a percent). If 50058 Required is 0, use ACC Units as the denominator. If Reporting Rate is less than 94.5 percent, it will be shown in <b>red bold</b> .
Forms Received	<u>Forms received includes only records with effective dates within the time span subset as defined in Section 3.3. This field provides information about the timeliness of reporting by using the Update Date to determine when the reports were submitted.</u>
(Public Housing) Forms Received During:	<p><u>Last Month:</u> Number of 50058 reports received in the Form-50508 Module and MTW Module with an Update Date within the reporting month where Program (1c)=P and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), Flat Rent Annual Update (2a=12), or Historical Adjustment (2a=14).</p> <p><u>Last 3 Months:</u> Number of 50058 reports received in the Form-50508 Module and MTW Module with an Update Date within the last 3 months from the report date where Program (1c)=P and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), Flat Rent Annual Update (2a=12), or Historical Adjustment (2a=14).</p> <p><u>Last 6 Months:</u> Number of 50058 reports received in the Form-50508 Module and MTW Module with an Update Date within the last 6 months from the report date where Program (1c)=P and action types are New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), Flat Rent Annual Update (2a=12), or Historical Adjustment (2a=14).</p>

<p>(Voucher-Funded Assistance) Forms Received During:</p>	<p><u>Last Month:</u> Number of 50058s received in the MTW Module and Form-50058 Module with an Update Date within the reporting month where Program (1c)=VO, CE, PR, T or H and action types are New Admissions (2a=1), Annual/Interim Reexamination (2a=2 or 3), Portability Move-In (2a=4), Other Change of Unit (2a=7), Annual Reexamination Searching (2a=9), or Historical Adjustment (2a=14).</p> <p><u>Last 3 Months:</u> Number of 50058s received in the MTW Module and Form-50058 Module with an Update Date within the last 3 months from the report date where Program (1c)=VO, CE, PR, T or H and action types are New Admissions (2a=1), Annual/Interim Reexamination (2a=2 or 3), Portability Move-In (2a=4), Other Change of Unit (2a=7), Annual Reexamination Searching (2a=9), or Historical Adjustment (2a=14).</p> <p><u>Last 6 Months:</u> Number of 50058s received in the MTW Module and Form-50058 Module with an Update Date within the last 6 months from the report date where Program (1c)=VO, CE, PR, T or H and action types are New Admissions (2a=1), Annual/Interim Reexamination (2a=2 or 3), Portability Move-In (2a=4), Other Change of Unit (2a=7), Annual Reexamination Searching (2a=9), or Historical Adjustment (2a=14).</p>
<p>(Mod Rehab) Forms Received During:</p>	<p><u>Last Month:</u> Number of 50058 reports received in the Form-50058 Module with an Update Date within the reporting month where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=n or Mod Rehab SRO unit (not homeless program) (13c)=n with action type of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p> <p><u>Last 3 Months:</u> Number of 50058 reports received in the Form-50058 Module with an Update Date within the last 3 months from the report date where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=n or Mod Rehab SRO unit (not homeless program) (13c)=n with action type of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p> <p><u>Last 6 Months:</u> Number of 50058 reports received in the Form-50058 Module with an Update Date within the last 6 months from the report date where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=n or Mod Rehab SRO unit (not homeless program) (13c)=n with action type of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p>
<p>(SRO) Forms Received During:</p>	<p><u>Last Month:</u> Number of 50058 reports received in the Form-50058 Module with an Update Date within the reporting month where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=y or Mod Rehab SRO unit (not homeless program) (13c)=y with action type of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p> <p><u>Last 3 Months:</u> Number of 50058 reports received in the Form-50058 Module with an Update Date within the last 3 months from the report date where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=y or Mod Rehab SRO unit (not homeless program) (13c)=y with action type of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p>

	<p><u>Last 6 Months:</u> Number of 50058 reports received with an Update Date within the last 6 months from the report date where Program (1c)=MR, Mod Rehab SRO Program for Homeless (13b)=y or Mod Rehab SRO unit (not homeless program) (13c)=y with action type of New Admission (2a=1), Annual/Interim Reexamination (2a=2 or 3), Other Change of Unit (2a=7), or Historical Adjustment (2a=14).</p>
<p>Total All Programs</p>	<p>Shown at the end of the form. Provides aggregate column totals for ACC Units, VMS Leased Units, Port-ins, Port-outs, 50058s Required, 50058s Received, Difference, and Forms Received. For all except Voucher-Funded Assistance, show N/A in VMS Leased, Port-outs and Port-ins columns. Average Reporting Rate is the total 50058s Received divided by the total 50058s Required (shown as a percent). The summary information is provided for each program type. A separate summary line provides the totals and summary information for all program types.</p>