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The Three Systems

Public and Indian Housing Information Center (PIC)

- Gathers and maintains information on housing authorities and the people served
- HUD requires submission of data on all households

Enterprise Income Verification (EIV) System

- Online system containing household income information related to SS, employment and unemployment
- Assist HUD and PHAs in resolving income discrepancies

Voucher Management System (VMS)

- Monitor and manager PHAs use of vouchers and funds related to the HCV program
- HUD requires reporting on a monthly basis unit months leased and funds spent

What is PIC and why should you care?

Public and Indian Housing Information Center (PIC)

- Gathers and maintains data about all housing authorities, developments, buildings, units, PHA contacts
- PC contains 50058 data for all Housing Authorities through electronic submissions
- The head of household social security number is the Unique ID
- Each household is assigned to a Housing Authority based on the latest 50058
- You should care because HUD requires 50058 submission for all program participants

PIC Actions and Usage

Action Number	Action Type	Description
01	New Admission	Use when new to the program, except sometimes for Port Ins
02	Reexamination	For all annual lease in places or moves that aren't ports.
03	Interim	Income changes
04	Portability Move-in	Porting in from another jurisdiction
05	Portability Move-out	Use only at the request of other agencies, otherwise should be an 09.
06	End of Participation	Terminated from program
07	Other Change of Unit	Public housing only
08	FSS Addendum	Updates FSS info only
09	Annual Reexam Searching	Use when someone is porting out or moving at their reexam
10	Issuance of Voucher	Issuing an Initial voucher only, use 09 or nothing for a move voucher
11	Expiration of Voucher	Use only when a 10 voucher expires
12	Flat Rent Annual	Public housing only
13	Annual HQS Update	Updates inspection date only, used only to resolve issues
14	Historical Adjustment	Obsolete, do not use
15	Void	Removes last action in PIC for that tenant

Common PIC Errors

Error Type	Description
User Error	Missing data, incorrect member codes, etc.
Date Errors	PIC will not accept an action that is older than the current action in the system
Action Errors	Cannot submit a 01, 04, or 06 multiple times
Port Errors	Generally the system requires an 09 or 05 action to be submitted by the other agency before we can do an 04 action. Sometimes initial HA does an 06, then receiving HA does an 01
Identity Errors	Issues with birthdates, last names, SSNs not matching the data that comes over from EIV.
Duplicate Subsidy Errors	A household member is in 2 households, or has been flagged and is a false positive.

**If you are unable to get someone accepted into PIC, as a last resort, try to add an “x” to their last It works 😊

PIC Error Prioritization



Issue Importance

- Getting the Household into or out of PIC
 - this affects VMS and EIV, funding, and SEMAP score
- Correcting Duplicate Subsidies, deceased tenants
 - Monitored by HUD
- Getting annuals submitted
 - overdue reexams are part of SEMAP
- Interims
 - should submit, not counted against us in SEMAP

PIC System Tools

PIC Viewer

- Used to view your last submitted PIC action.
- You can view the complete 50558 [here](#)

HA Query Report

- View the last submitted action from any agency by HoH
- Will give you action date, type and agency only.
- Useful for figuring out Port PIC errors

Tenant ID Management

- Flags possible duplicate household members
- Flagged if same name and birthdate as someone else in the PIC system
- Often times false positive – just two people with same name and birthdate



PIH Information Center (PIC)

IMS-PIC Release 18.0.0.0 [Web Server 4]

Welcome Terri (MJ8935)! Your last logon was on Mar 20 2023 1:00PM.
Your user id was certified on 01/05/2023.

PIC Maintenance

- User Profile
- Security Administration

PIH Information

- SEMAP

Housing Inventory

- Housing Agency
- Development
- Inventory Removals

Executive Summary

- HA Executive Summary

Form 50058

- Submission
- Viewer
- Reports
- Tenant ID Management

ADHOC

- Form 50058 Adhoc Report
- HA Query Report

PIC Downloads

- Building And Unit

PIC Headlines

- **Dec. 31 summarization update** - 1/17/2023
Reports now available [\[full text\]](#)
- **Dec. 31 50058 summarization** - 1/9/2023
Issue with part 2 [\[full text\]](#)
- **Nov. 30th summarization update** - 12/12/2022
Reports now available [\[full text\]](#)

[Browse all PIC Headlines.](#)

Getting Help

For **PIC Assistance**, please contact your local field office PIC Coach. If you must include a user's ID in an email, please encrypt that message. The PIC Coach list as well as job aids and other resources can be found on the [PIC home page](#).

For **Secure Systems** assistance, PHA users can reset their Secure Systems passwords [here](#). All Secure Systems questions, including access, should be directed to the REAC Technical Assistance Center (TAC) by [email](#) or to 1-888-245-4860 M-F between 7:00am and 8:30pm EST. When emailing the TAC please describe the issue and include your Name, Phone Number, PHA Code, and Field Office Name.

PIC Reports



Monthly Form 50058 Reports

- Delinquency - reporting rate
- Reexam – Lists all files in PIC with late reexams
- Resident Characteristics
- Rent Burden
- HQS – Lists all file with late inspections
- Income – income tiers and sources by %



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PIC Main

Submission

Viewer

Reports

Tenant ID
Management

Logoff

Delinquency	RCR	Rent Calc	HQS	SEMAP	New Adm	Rent & Rent Burden	Income
	Reexam	Decon	KMI	EOP	Mob & Port	Budget Rel. Averages	

Delinquency Query

Field Offices

Field Office:

5FPH - MICHIGAN STATE OFFICE

5GPH - GRAND RAPIDS AREA OFFICE

5HPH - INDIANA STATE OFFICE

5IPH - WISCONSIN PH PROGRAM CTR

5KPH - MINNESOTA STATE OFFICE

6APH - TEXAS STATE OFFICE

Report

Transition to the Enterprise Income Verification System (EIV)



Enterprise Income Verification

Welcome TERRI A SMITH

Welcome TERRI A SMITH

EIV Announcements

EIV v17.0.1.0

Announcement Date: 03/27/2023

PIH Summarization: The PIH weekend summarization job was successful on 03/27/2023.

MFH Summarization: The MF weekend summarization job was successful on 3/13/2023.

Attention !!

All users must be certified semi-annually. The certification period is April 1st - April 29th and October 1st - October

- Back to Secure Systems
- Back to EIV Main Page
- Program Office Selection

Debts Owed to PHAs & Terminations

- Former Tenant Search
- Debts Owed to PHAs & Terminations Report

Income Information

- By Head of Household
- By Reexamination Month
- New Hires Report

Verification Reports

- Existing Tenant Search
- Multiple Subsidy Report
- Identity Verification Report
- Immigration Report
- Deceased Tenants Report
- Income Validation Tool

Security Questionnaire

- Security Questionnaire Report

External Links

- USCIS - SAVE System

EIV Monthly Reports

Report Name	Description
Deceased Tenant Report	Tenants who are deceased according to EIV
Multiple Subsidy Report	Reports family members that appear in multiple households. PIC does something similar, but they run slightly differently.
Identity Verification Report	List of household members that EIV couldn't verify due to data issues (SSN, DOB, last name). Need to correct these so that an EIV report can be run. This will become a PIC error when the next action is locked in.
Immigration Report	Shows citizens who have alternate IDs, and ineligible non-citizens who have SSNs.
Income Validation Tool	Estimates a households income using EIV data, and flags it if it is significantly different from the income in PIC. We have not been downloading this report or doing anything with it. Although we may in the future. Biggest issue is our interim policy where we only do decreases.

Transition to Tool of Tools



Two-Year-Tool

Objective

- Analyzes PHAs utilization on leasing and spending
- Includes funding, PUC, Success rates and year-end projections

MN163 HCV Leasing and Spending Projection - The Goods

				Utilization Report:		Utilization Report (6)				Print	TYT Guide	TYT Videos		
PHA Name	Metropolitan Council	PHA Number	MN163			Save	Access Additional Tools	Disclaimer						
ACC/Funding Information				Funding Proration/Offset Levels		Program Projection Variables					Leasing and Spending Outcomes: Current and Following Year Projections			
ACC	Current Year (2022)	Year 2 (2023)	Year 3 (2024)	HAP		Success Rate	70%	Annual Turnover Rate	6.9%		2022	2023		
Beginning ACC Vouchers	6,701	6,755	6,755	Year 2 (2023) Rebenchmark	107.6%			PIC EOP % as of 12/31/2022 (523 EOPs): 7.57%		UML % of ACC (UMA)	98.6%	94.2%		
Funding Components	Current Year (2022)	Year 2 (2023)	Year 3 (2024)	Year 3 (2024) Rebenchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 2.28 months)				HAP Exp as % of All Funds	95.4%	85.0%		
Initial BA Funding (net offset)	\$71,047,197	\$80,268,047	\$71,647,033	Year 2 (2023) % 'Excess' Reserves Offset	33.0%	% leased in 30 days	18%		2023 Estimated Inflation Factor	HAP Exp as % of Eligibility only	101.7%	88.8%		
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2024) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days	40%		7.6%	End of Year Results				
Set Aside Funding	\$2,020,826			Administrative Fees		% leased in 60 to 90 days	38%			Projected 12/31 Total HAP Reserves	\$3,619,413	\$12,674,504		
New ACC Units Funding	\$289,240	\$434,077	\$0	Year 1 (2022)	89.0%	% leased in 90 to 120 days	4%			HAP Reserves as % of ABA (Start: 6.6%)	5.1%	15.7%		
Total ABA Funding Provided	\$73,357,263	\$80,702,124	\$71,647,033	Year 2 (2023)	80.0%	% leased in 120 to 150 days	0%			"Excess" Reserves Subject To Offset	\$0	\$9,229,380		
PHA Income	\$8,478	\$0								End of Year 3 Results (2024)				
Total Cash-Supported Prior Year-End Reserves	\$4,834,275	\$3,619,413	\$12,674,504	HUD-Held Reconciliation - 12/31/2021 Cash Sufficiency Check						\$17,454,036	24.4%	Projected Total HAP Reserves ***** Reserves % BA		
				HUD-established CYE HHR	\$5,120,650		HUD-established CYE HHR							
Total Funding				HUD-Estimated Restricted Net Position	(\$299,228)	\$5,266,278		PHA-Held Cash 12/31/2021 (VMS)		Administrative Fees Analysis	See Detail	2022	2023	
Total Funding Available	\$78,200,016	\$84,321,537	\$84,321,537	HUD-Reconciled	\$4,821,422	\$10,386,928		HUD-Reconciled (Cash Capped)		<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$6,162,987)	\$7,372,343	\$6,402,066
				Lower of H17/I17 (May Override)	\$4,834,275		Lower of H17/I17 (May Override)		Reserve Adjustment due to PY VMS Changes.	\$103.31	\$96.43	Expense	\$5,850,318	\$6,022,704
				HUD-Reconciled RNP v PHA-Reported RNP								Expense %	79.4%	94.1%
				HUD v. PHA difference: (\$299,228.00) or - 0.4% of Eligibility	\$0 ***** HUD-estimated RNP-->					MN163 has a cost per UML of \$75.61 compared to its Earnings/UML & Size peer group of \$78.78 (a difference of - 4.2%) and its state peer group (of all PHAs in the state) of \$67.60 (a difference of 10.6%).		Based on the most recent, official (end of fiscal year) UNP, MN163 has a projected 2022 Calendar Year-End (CYE) UNP of \$5,288,612 (or 71.7% of CY 2022 Earned Admin Fees) and a 2023 CYE UNP of \$6,810,638 (or 106.4% of CY 2023 Earned Admin Fees).		

Tool of Tools – 3 Components

Program Overview

- 4-page overview of the PHA's Voucher Program
- Compares PHA's performance to other PHAs
- Demographics, rent burden, subsidy standards, leasing and spending

Drill Down

- PIC Quality Control
- Allows examination of oddities in PIC data
- Over-vouchered, Child or Medical Expense >40% Income, Min Rent, Over-housed, Medical

Payment Standard Tool

- Allows examination of different payment standards on rent burden and per unit cost (PUC)

Tool of Tools

How to Generate Tools

Generate a PIC Ad-Hoc Report selecting all fields

- This report will be used for all 3 reports
- When user opens the Tool of Tools, it will ask which report to use – select the report from saved location.

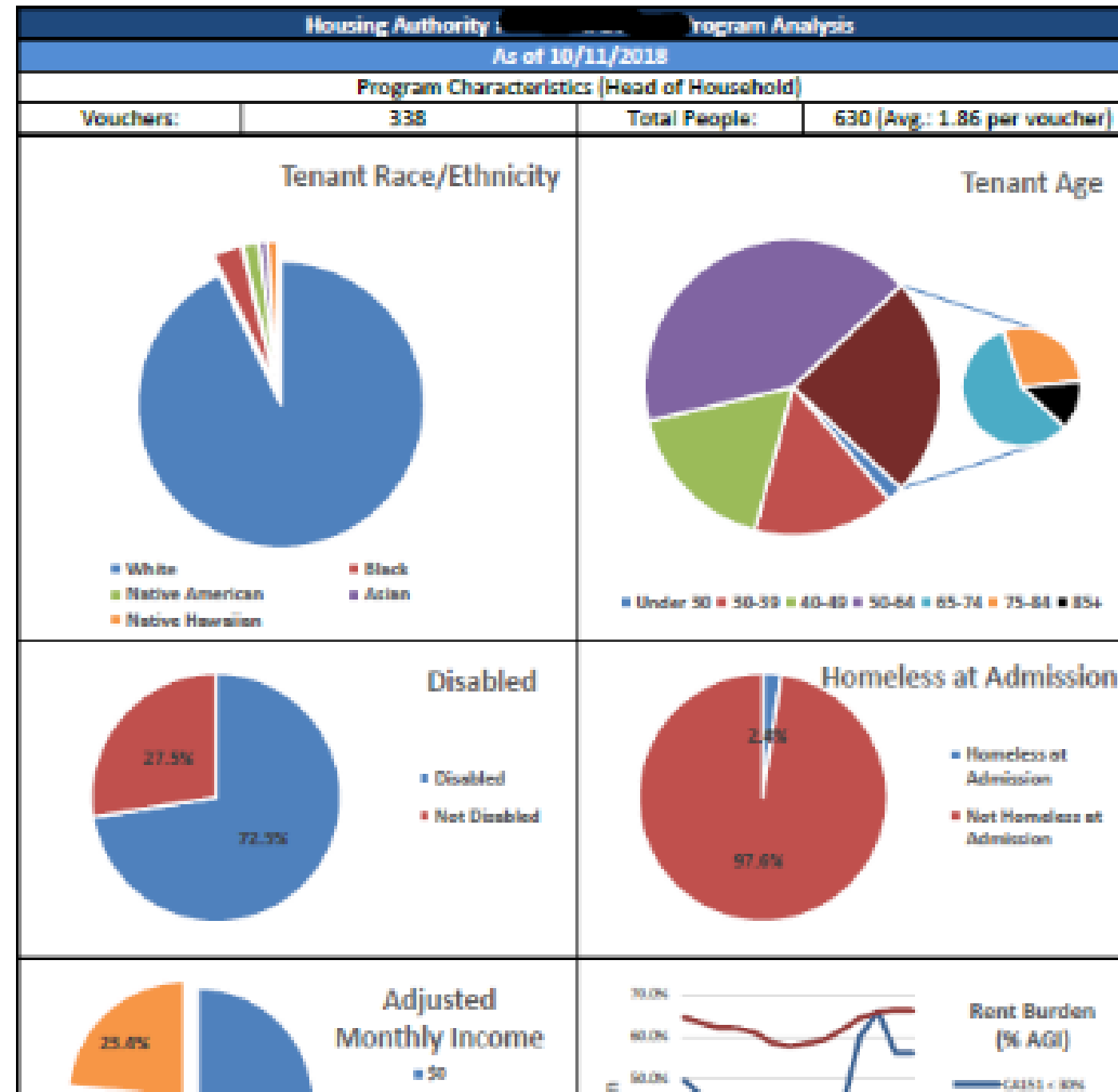
The screenshot shows a web application interface. On the left is a sidebar menu with the following items: **Executive Summary** (with a sub-item 'HA Executive Summary'), **Form 50058** (with sub-items 'Submission', 'Viewer', and 'Reports'), **ADHOC** (with sub-items 'Form 50058 Adhoc Report', 'MTW Adhoc Report', and 'HA Query Report'), and **MTW** (with sub-items 'Data Collection', 'Viewer', and 'Reports'). An arrow points to 'Form 50058 Adhoc Report'. The main content area on the right has a header 'Form 50058' and a link 'Browse all PIC I'. Below this is a text box. Further down, there is a section titled 'PIC Assistance' with text: 'local field office issue. The list c email about an :'. At the bottom, there is a section titled 'Secure System' with text: 'handled by the i Secure System DEAC Technic'.

The screenshot shows a table with checkboxes. A red arrow points to the first row, which has a checked checkbox and the text 'Select All'. The subsequent rows have checked checkboxes and the text 'Head of'. The final row has a checked checkbox and the text 'Select A'.

<input checked="" type="checkbox"/>	Select All
<input checked="" type="checkbox"/>	Head of
<input checked="" type="checkbox"/>	Head of
<input checked="" type="checkbox"/>	Head of
<input checked="" type="checkbox"/>	Date mo
<input checked="" type="checkbox"/>	Update
<input checked="" type="checkbox"/>	Select A
<input checked="" type="checkbox"/>	Agency nar
<input checked="" type="checkbox"/>	PHA co

Program Overview Tool

- Combines PIC, VMS, and a range of other data
- Creates a four-page overview of the PHA's voucher program.
- Compares PHA's performance to that of other PHAs



Drill Down Tool

- Allows user to examine various oddities in PIC data
- Used by the shortfall prevention team – cost reduction

GR/PS	Overvouchered	Child Exp >40%	Child - No Inc; Child Exp	Income/Rent	UMA Over	Clear Filters
Min Rent	Overhoused	Medical Exp > 40%	Medical - No Inc; Med Exp	Unit Information		Show All Fields
HOH Last Name	HOH First Name (Initial)	Type of Action	Effective Date of Action	Projected Effective date of next re-exam	Type of Voucher?	

Payment Standard Tool

3 Sections

- Section 1 – rent burden
- Section 2 – estimated PUC Change
- Section 3 – projected annual HAP costs

If red, HUD has the regulatory ability to require an increase in payment standards.		Percent >31% rent burden:	34.3%	Percent >31% rent burden:	26.6%	Percent >31% rent burden:	26.0%	Percent >30% rent burden:	26.0%
Bedroom Size	Total Count	~Current Rent Burden		CYE 2016 - Year 1		CYE 2017 - Year 2		CYE 2017 - Year 3	
		% >= 41%	% >= 31%	% >= 41%	% >= 31%	% >= 40%	% >= 31%	% >= 41%	% >= 31%
Efficiency	43	2.3%	34.9%	2.3%	2.3%	2.3%	2.3%	2.3%	2.3%
1 Bedroom	947	3.4%	17.5%	2.6%	13.4%	2.6%	12.9%	2.6%	12.9%
2 Bedroom	1,369	9.8%	44.0%	7.8%	36.2%	7.8%	35.8%	7.8%	35.8%
3 Bedroom	1,288	14.0%	37.2%	11.6%	27.0%	11.6%	26.5%	11.6%	26.5%
4 Bedroom	364	13.2%	35.4%	11.5%	26.9%	11.3%	25.8%	11.3%	25.8%
5 Bedroom	25	4.0%	20.0%	8.0%	12.0%	8.0%	12.0%	8.0%	12.0%
6 Bedroom	0								
7 Bedroom	0								
8 Bedroom	0								
9 Bedroom	0								
10 Bedroom	0								

Roll-Up Summary				
Category	Current	CYE - Year 1	CYE - Year 2	CYE - Year 3
Monthly HAP	\$1,743,219	\$1,771,492	\$1,773,284	\$1,773,284
End of Year Change from Prior		\$28,273	\$1,792	\$0
End of Year Change (%)		1.6%	0.1%	0.0%

Overall, by the end of 2017, your PUC will increase by \$7.45, or about 1.7%.

2

PUC Change from Current

	2016	2017	2018
January	\$0.00	\$0.44	\$0.00
February	\$0.75	\$0.00	\$0.00
March	\$0.86	\$0.00	\$0.00
April	\$0.47	\$0.00	\$0.00
May	\$0.38	\$0.00	\$0.00
June	\$0.63	\$0.00	\$0.00
July	\$0.53	\$0.00	\$0.00
August	\$0.59	\$0.00	\$0.00
September	\$0.77	\$0.00	\$0.00
October	\$0.80	\$0.00	\$0.00
November	\$0.59	\$0.00	\$0.00
December	\$0.62	\$0.00	\$0.00



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