

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing

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**Special Attention:**

Housing Agency Directors; Public Housing Administrators; Tribes and Tribal Designated Housing Entities (TDHEs); Public Housing Trust Officers; Public Housing Field Office Representatives; Troubled Agency Recovery Centers (TARC); Office of Troubled Agency Recovery; Field Office Support Division; Office of Native American Programs

**Notice PIH 2000-53 (HA)**

Issued: December 15, 2000

Expires: December 31, 2001

**Cross reference:**

Notices PIH 2000-13 and PIH 98-30  
OMB 2577-0083 - 9/30/2003

Subject: Information Update: Implementation of Revised Form HUD-50058, Family Report

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1. **Applicability:** This Notice applies to Public Housing Agencies (PHAs) administering public housing programs (low-rent “conventional”) and/or Section 8 tenant-based rental assistance programs, and Tribes and Tribal Designated Housing Entities (TDHEs) that operate Indian housing and Section 8 tenant-based rental assistance programs.
  
2. **Purpose:** This Notice announces the April 2, 2001, implementation date of the revised Form HUD-50058. HUD revised the Form HUD-50058 to reflect statutory and regulatory changes required by the *Public Housing Reform Act of 1998* (PHRA). HUD also made technical corrections to the Form as part of HUD’s ongoing effort to improve the integrity of its financial statement and data systems. The Form HUD-50058 is essential for the oversight, operation, funding, and assessment of the public housing and Section 8 tenant-based assistance programs.  
  
HUD selected the April 2, 2001, implementation date after extensive consultation with PHAs, industry groups, and software vendors. The implementation date will provide PHAs and vendors sufficient lead time to make the necessary software changes and implement the new software.  
  
PHAs shall continue to use the current Form HUD-50058 (10/99) until March 30, 2001. PHAs may continue to transmit 50058 data with future effective dates with the current (10/99) Form up until March 30, 2001. PHAs must implement PHRA; for interim instructions on how to complete the Form HUD-50058 (10/99) in compliance with PHRA, please see guidance HUD issued in the 1999 News Flashes at <http://www.hud.gov/pih/systems/mtcs/nf99.html>.
  
3. **Public and Indian Housing Information Center (PIC) System:** The Office of Public and Indian Housing developed PIC to consolidate its information systems, improve data quality, and eliminate duplication. PIC provides HUD and PHAs with an interactive suite of data systems from a single Internet location, one user log-in and password, a central toll-free information hotline, and a network of specially trained HUD staff in Field Offices and TARCs called PIC Coaches.

As part of the PIC initiative and in conjunction with the revised Form, HUD will release an updated version of the Multifamily Tenant Characteristics System (MTCS), called Form 50058, as a sub-module in PIC on or by March 30, 2001. Beginning April 2, 2001, PHAs will use the Form 50058 sub-module in PIC for all Form HUD-50058 and MTCS functions, e.g., to submit their data and access reports.

To support the implementation of the revised Form HUD-50058, HUD will collect detailed building and unit information for all low-income housing developments in the PIC development sub-module. This information will help ensure the accuracy of the Form HUD-50058 data and help avoid the over-counting that is a problem with the current systems.

PHAs must submit their building and unit data to HUD via the PIC development sub-module by March 1, 2001. This requirement is for public housing only; the development sub-module submission requirement does not apply to Section 8. Once the 50058 sub-module goes live on April 2, 2001, PIC will reject 50058 data transmissions (*public housing only*) if the 50058 unit data does not match the development sub-module data. Because rejected Form 50058 transmissions adversely affect Form 50058 (MTCS) reporting rates, it is critical that PHAs submit their building and unit data by the March 1, 2001, deadline.

PHAs currently have access to the development sub-module in PIC. For information on how to submit building and unit information, PHAs can download the Job Aid for the Unit Collection Template at [www.hud.gov/pih/systems/pic/mtcs2000/](http://www.hud.gov/pih/systems/pic/mtcs2000/). PHAs can also contact their PIC Coach in their local HUD Field Office or Troubled Agency Recovery Center (TARC) for assistance. In the future, it is the responsibility of PHAs to update any changes in their building and unit information that occur subsequent to their initial transmission of data to the development sub-module.

4. **Submission Requirements:** Because PIC is an Internet-based system, the Form 50058 sub-module will not accept 50058 transmissions via SprintMail. The Form 50058 sub-module will only accept transmissions via the Internet.

PHAs must use either vendor software, PHA developed software, or a HUD developed option to collect and format their data for submission to the Form 50058 sub-module. The two HUD developed options include:

- **Family Reporting Software (FRS).** HUD will continue to provide, free of charge, FRS to collect and format Form HUD-50058 data. A new version of the software, FRS 3.0, will support the revised Form. HUD will provide FRS 3.0 via the *MTCS 2000* Web site ([www.hud.gov/pih/systems/pic/mtcs2000/](http://www.hud.gov/pih/systems/pic/mtcs2000/)). For a small handling charge, PHAs will be able to order FRS 3.0 through the HUDUSER clearinghouse via its toll-free number at 1-800-245-2691.
- **On-line data entry.** As part of the Form 50058 sub-module, PHAs can also enter new 50058 data or update existing 50058 data on-line via the Internet. Small PHAs, with a relatively small number of new monthly admissions or annual reexaminations, may find this feature useful. For information on the new on-line data entry option, please go to [www.hud.gov/pih/systems/pic/mtcs2000/](http://www.hud.gov/pih/systems/pic/mtcs2000/).

5. **Testing environment:** On September 6, 2000, HUD released an Internet-based test center for software vendors and PHAs who develop their own software. The test center allows PHAs and

software vendors an opportunity to test whether 50058 data submitted can pass the Form 50058 edits and validations. The test site will remain available after HUD implements the revised Form and the Form 50058 sub-module. For registration information and access to the test site, please go to the *MTCS 2000* Web site at [www.hud.gov/pih/systems/pic/mtcs2000/](http://www.hud.gov/pih/systems/pic/mtcs2000/).

6. **Relationship of revised Form HUD-50058 and Notice PIH 2000-13:** Notice PIH 2000-13 (HA) summarizes HUD's reporting policies for Form HUD-50058 data. The Notice applies to all public housing and Section 8 tenant-based assistance programs. The Notice will remain in effect with the introduction of the revised Form HUD-50058. Maintaining high reporting rates is essential to the integrity of HUD's financial statement. HUD measures PHA reporting performance twice a year (at the end of June and end of December). PHAs have three months to implement the revised data collection procedures and to report successfully and sufficiently prior to the June 2001 semi-annual reporting assessment. PHAs reporting under the minimum 85 percent level, but making a good faith effort to report at 85 percent on the revised Form HUD-50058, may request forbearance from sanctions.
7. **Form HUD-50058 MTW (Moving to Work) Family Report for MTW PHAs:** HUD requires PHAs that are Moving to Work (MTW) Demonstration sites to use Form HUD-50058 MTW, instead of the revised regular Form HUD-50058, to transmit data on MTW families. To report on families that are **not** MTW program participants, MTW PHAs should use the current Form HUD-50058 (10/99) through March 30, 2001, and then switch to the revised Form HUD-50058 on April 2, 2001. For more information on the definition of MTW families, access the MTW MTCS web site (<http://www.hud.gov/pih/programs/ph/mtw/mtwmtcs.html>).

The effective date of Form HUD-50058 MTW is April 2, 2001. In the interim, MTW PHAs should collect 50058 data and store the data locally. MTW PHAs should not transmit data on any MTW families to PIC (MTCS) until April 2, 2001.

MTW PHAs are subject to the reporting requirements outlined in Notice PIH 2000-13. If reporting rates drop to under 85 percent due to participation in the MTW program, MTW PHAs must request forbearance from sanctions.

8. **Special Instructions for Tribes and Tribally Designated Housing Entities (TDHEs):** HUD encourages TDHEs that operate Indian housing and Section 8 tenant-based rental assistance programs to submit Form HUD-50058 data to the Form 50058 sub-module. TDHEs compliance is voluntary.
9. **Implementation Schedule:** HUD established the implementation schedule for the Form HUD-50058, the Form 50058 sub-module, and the development sub-module in conjunction with PHAs, industry groups, and software vendors.
  - March 1, 2001 - PHAs complete manual entry or data upload of all building and unit information into the development sub-module in the PIC production system
  - April 2, 2001 - All PHAs begin to use the revised Form-HUD 50058 and Form 50058 sub-module

10. **For more information:** HUD has provided Web resources, PIC/*MTCS 2000* Coaches, and toll free help desks for PHAs.

For more information about the revised Form HUD-50058 and the Form 50058 sub-module:

PIC Web site	<a href="http://www.hud.gov/pih/systems/pic/pichome.html">www.hud.gov/pih/systems/pic/pichome.html</a>
MTCS Web site	<a href="http://www.hud.gov/pih/systems/mtcs/pihmtcs.html">www.hud.gov/pih/systems/mtcs/pihmtcs.html</a>
<i>MTCS 2000</i> Web page	<a href="http://www.hud.gov/pih/systems/pic/mtcs2000/">www.hud.gov/pih/systems/pic/mtcs2000/</a>
MTCS <i>NewsFlash</i>	<a href="http://www.hud.gov/pih/systems/mtcs/pihnf.html">www.hud.gov/pih/systems/mtcs/pihnf.html</a>
MTCS <i>Quick Update</i>	<a href="http://www.hud.gov/pih/systems/mtcs/quick.html">www.hud.gov/pih/systems/mtcs/quick.html</a>

For information on how to enter data into the development sub-module, access the unit collection template job aide: <http://www.hud.gov/pih/systems/pic/pichome.html>.

To speak to HUD staff directly or to contact one of HUD's help desks, please call:

- PIC Coaches Contact the state or area HUD Office of Public Housing or TARC
- PIC Hotline [PICHelp@hud.gov](mailto:PICHelp@hud.gov)
- MTCS Hotline 1-800-FON-MTCS (1-800-366-6827)
- PIH Information & Resource Center (IRC) 1-800-955-2232

These resources should help PHAs implement the revised Form HUD-50058, the Form 50058 sub-module, and answer more detailed questions.

  
Harold Lucas, Assistant Secretary  
for Public and Indian Housing