

To: Performance Based Contract Administrators  
Through: Multifamily Hub Directors  
From: Cyndy Zemitis, Acting Director, Office of Housing Assistance Contract Administration Oversight  
Re: Approval of Project-based Section 8 Housing Assistance Payment Vouchers

As we have communicated through email and verbally at the Performance Based Contract Administration (PB-CA) Focus Group, March 6, 2001, the revised voucher payment process (as outlined in the February 7, 2001 memo to you from Frederick Tombar) will be effective for April 2001 voucher payments. Consequently, PB-CAs must approve the voucher and transmit through TRACS to ensure a disbursement for the contracts in their portfolios.

The performance-based annual contribution contract (PB-ACC) between the PB-CAs and HUD allows the PB-CAs 30 days to work with the owners to resolve any discrepancies noted during their review of the voucher. In acknowledgment of this ACC provision and the impact of the revised payment process, PB-CAs are notified to do the following:

- Verify and certify vouchers for accuracy in accordance to Section 3.5 of the ACC.
- Approve or modify the voucher for payment of any amount that can be verified.
- Work with owner to resolve any discrepancies within 30 days of verification and certification of the owner's voucher.
- Owner will make adjustments on the next month's voucher.
- PB-CA will verify discrepancies have been corrected.

Should you have any questions about the procedure, please contact your local Contract Administrator Oversight Monitor.