



VMS User Manual

Quick Reference

Voucher Management System (VMS)
Release 8.5.0.0

U.S. Department of Housing and Urban Development

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APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS

This document provides information about each of the fields on the Form HUD 52681-B. The information is broken down by the section titles listed on the form.

A few general rules about the data as entered into each Monthly Submission:

- Each Submission includes data for the specified month only.
- Enter data for the specified month only.
- PHA is responsible for ensuring that all information is correct, and that wrong or missing Official HA data is updated in the PIC information system for future data collection use. The fields that are official HA Data and come from PIC are: Name of Authorized HA Official and Official Housing Authority E-mail Address
- Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).
- If your PHA has no report for a field, or if the reported value is zero (0), tab through the field and leave it blank; the exceptions are **the following fields which do accept entries of zero:**
 - ❖ Net Restricted Assets (NRA)
 - ❖ Unrestricted Net Assets (UNA)
 - ❖ Vouchers Leased End of Month
 - ❖ All Voucher HAP Expenses After the First of Month
 - ❖ Vouchers issued but not under HAP contract as of the last day of the month
 - ❖ Cash/Investments as of the last day of the month

In addition, the following fields also accept negatives:

- ❖ Net Restricted Assets (NRA)
- ❖ Unrestricted Net Assets (UNA)

When identified by the Business Office additional fields can be modified to accept zero's (0) and negative numbers.

- Vouchers administered on behalf of another PHA under the portability provisions, and for which HAP is reimbursed to your PHA, should not be reported by you as part of your leasing – they will be reported by the PHA that is paying the HAP. These are commonly referred to as “Port-Ins.” Likewise, the HAP expenses associated with these port-in vouchers, which have or will be reimbursed to you by the other PHA, should not be reported as part of your HAP expenses. They will be reported by the PHA that is paying the HAP. There is a separate section in VMS called “Portables Vouchers Administered” with line items for reporting “Portable Units Administered” and “HAP for Portable Units Administered.” These are the fields for reporting those vouchers for which hap is reimbursed to your PHA



- A voucher under lease must be reported in one and only one main category. Vouchers reported under the sub-categories “New Homeowners This Month” and “Enhanced Vouchers” are also reported under the main categories of “Homeownership” and “Tenant Protection”, respectively. “If a leased voucher could appropriately be reported in more than one category, it should be reported in the category that reflects how the participant initially qualified for the voucher. However, if a participant initially qualified under “All Other Vouchers” and later qualified under another category, that participant would be reported under the new category. Example 1: A participant initially qualified for a voucher under “All Other Vouchers” and later entered the Homeownership program. That participant would be reported under Homeownership. Example 2: A participant qualified for a voucher under the VASH or NED program. That participant later ported. The PHA that initially qualified the participant under VASH or NED would report that voucher as VASH or NED rather than Port Vouchers Paid. (Please see VASH definition below under DEFINITIONS for exception if a VASH family no longer needs case management and is moved out of the VASH and onto the PHA's regular voucher program, in accordance with Notice PIH 2011-53. In addition, please add information in the "Comments" field to indicate the number of vouchers reported and corresponding expenses on the VASH, NED, FUP, etc. lines that have ported but are not reported on the Portable Vouchers Paid (Port-Out) line.”
- RAD vouchers **under lease** should be reported in the Tenant Protection field in VMS. Unlike other Tenant Protection units that are reported in the Tenant Protection field only until the initial family leaves the program, RAD units will continue to be reported in the Tenant Protection field as long as they are leased.
- All HAP expense data is to be reported in the voucher categories as of the first day of the month. HAP expenses are entered under the month for which they are applicable, regardless of the month in which they are actually paid. HAP expenses are only entered after the payment has been made.. A separate line item on the Voucher UML and HAP tab, called "Voucher HAP Expenses for New Contracts Effective After the First of the Month" collects HAP costs incurred for new HAP contracts effective after the first of the month. These costs are not reported elsewhere. PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.
- Contracts on hold are **not** reported as units leased as of the first day of the month. Contracts on hold are defined as a contract that has been entered into the PHA's system but for which the PHA is awaiting a landlord signature. Units are not reported as under lease until the HAP contract is negotiated. Once the contract is signed, if the monthly submission is completed, the PHA should enter such units as a Prior Month Correction. If not signed within 60 days the HAP contract is void. No HAP may be paid unless the HAP contract has been signed. Abated units are units that are currently under lease but for which the HAP is being withheld for specific reasons such as the unit failing to pass HQS inspection. The PHA **should** enter the UML during the abatement period. The unit **is** under contract. If for some reason the abatement is reversed then the PHA can enter a Prior Month Correction for HAP for those months attributable to the abatement period. Failure by the PHA to report the abated UML will skew the leasing and per unit costs for this agency.



- The 5-Year Mainstream program is governed by different appropriation law and funded separately from the Voucher program; therefore, the 5-Year Mainstream program is NOT a category within the Voucher program in VMS. In VMS, there are specific lines provided for 5-Year Mainstream Units Leased and HAP Expenses only. These values are not included in the Voucher Leasing and HAP totals.
- If a value greater than zero (0) was entered in any field under “Voucher Units,” a value greater than zero (0) must be entered in the corresponding “Voucher HAP Expenses” field.
- Question Mark (?) - For every field containing this symbol, a pop up description of the data entry required for the field, or an explanation of the field will be provided. This field description appears only once for the many occurrences of the (?) Box symbol.
- Leasing and HAP expense data for each category of voucher are now reported on the same line.
- Fields that have been grayed out are prefilled by HUD and are not editable. Data used for these fields reflect the current system information, and are automatically updated when changes are made to prior months.
- The PHA must report UMLs for “Zero HAP” Units. These are units for which the HAP has been calculated to be \$0. The units are to be reported in the same voucher category as they would if the HAP was a positive dollar amount. HCV regulations state that a HAP contract may remain in effect for 180 consecutive days while at zero HAP. Thus in VMS, the PHA must report a UML for the “Zero HAP” unit because a contract is still in effect. After 180 days at \$0 HAP, the HAP contract terminates automatically. Therefore, the PHA would no longer report a UML for that unit. Refer to 24 CFR 982.455 (Automatic Termination of HAP contracts).



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Vouchers Under Lease on the First Day of the Month	
Litigation	Total number of vouchers leased from award(s) originally made by HUD in conjunction with a judgment or consent decree.
Litigation HAP	Total HAP expenses incurred for litigation voucher leasing reported in Units section
1-Year Mainstream	Total number of vouchers leased from initial or renewal 1-Year Mainstream funds. Vouchers should only be reported in this category if the PHA has received an allocation of Vouchers for the 1-Year Mainstream program. A voucher is reported in this category as long as it is in use by an eligible participant.
1 Year Mainstream HAP	Total HAP expenses incurred for 1 Year Mainstream voucher leasing as reported in Units section
Homeownership	Total number of vouchers used for homeownership subsidy rather than rental subsidy
Homeownership HAP	Total HAP expenses incurred for Homeownership vouchers reported in Units section
New This Month (Homeownership)	Total number of newly assisted homeowners for the specified month. This number must be included in the Homeownership total and cannot be greater than the number of Homeownership Vouchers reported above. This is a sub-category of Homeownership.
Moving To Work Vouchers	Total number of vouchers leased in the PHA's Moving to Work Program
Moving To Work HAP	Total HAP expenses incurred for Moving to Work vouchers reported in the Moving to Work Unit section. Do not include in this section any expenses for purposes other than rental or homeownership assistance. If Moving to Work voucher funds are used for any purpose OTHER THAN rental or homeownership assistance under the Housing Choice Voucher Program, the PHA should identify those funds in the Comments field at the end of the form.
Family Unification	Total number of vouchers leased this month from initial or renewal Family Unification Program increments that were funded from federal fiscal years prior to 2008. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a FUP award under a Notice of Funding Availability prior to 2008.
Family Unification HAP	Total HAP expenses incurred for Family Unification vouchers reported in the Units section.
2008 and 2009 Family Unification	Total number of vouchers leased this month from Family Unification Program awards made from FFY 2008 or 2009 appropriations



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
2008 and 2009 Family Unification HAP	Total HAP expenses incurred for vouchers leased from Family Unification Program awards initially made from FFY 2008 or 2009 appropriations, as reported in the Units section.
2008 and 2009 Non-Elderly Disabled	Total number of vouchers leased this month from Non-Elderly Disabled Program awards made from FFY 2008 or 2009 appropriations
2008 and 2009 Non-Elderly Disabled HAP	Total HAP expenses incurred for vouchers leased from Non-Elderly Disabled Program awards initially made from FFY 2008 or 2009 appropriations, as reported in the Units section.
Portable Vouchers Paid	Total number of vouchers for which the PHA is being billed by and is remitting HAP costs to another PHA under the portability option. These vouchers are part of the PHA's inventory and are commonly referred to as "Port-Outs".
Portable Vouchers Paid HAP	Total HAP expenses incurred for portability vouchers reported in the Units section. The HAP payments to be reported here are for port-outs for which the PHA is being billed by another PHA.
HOPE VI	Total number of vouchers under lease for households whose vouchers were provided from an award designated for HOPE VI affected participants. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.
HOPE VI HAP	Total HAP expenses incurred for HOPE VI vouchers reported in the Units section.
Tenant Protection	Total number of vouchers under lease for households whose vouchers were initially provided from an award designated for tenant protection purposes and who were affected by a tenant protection action. This includes vouchers awarded for relocation from or replacement of a public housing property; vouchers for tenants affected by a termination, opt-out, or prepayment of a multifamily assisted development or a property disposition action; and vouchers provided for the replacement of expired Mod Rehab HAP and SRO contracts. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units. RAD vouchers under lease should be reported in the Tenant Protection field in VMS. Unlike other Tenant Protection units that are reported in the Tenant Protection field only until the initial family leaves the program, RAD units will continue to be reported in the Tenant Protection field as long as they are leased.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Tenant Protection HAP	Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.
Enhanced Vouchers	Total number of Tenant Protection vouchers reported above that are in use under the terms for enhanced vouchers. All Enhanced Vouchers are also Tenant Protection but not all Tenant Protection vouchers are enhanced. The number of Enhanced vouchers cannot exceed the number of Tenant Protection reported above.
Veterans Affairs Supportive Housing (VASH) Vouchers	Total number of vouchers under lease from initial or renewal funds awarded under the VASH program. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a VASH award in 2008 or subsequent federal fiscal years. Vouchers should be reported in this category only if the PHA has received an award under this program in FFY2008 or later. A voucher is reported in this category as long as it is in use by an eligible program participant. In accordance with Notice PIH 2011-53, if a HUD-VASH family no longer requires case management services, and the PHA has the funding and elects to serve the family under its regular HCV program, the PHA will no longer report the family on the VASH lines in the VMS. Instead, this family should now be reported on the All Other Vouchers (AOV) lines.
Veterans Affairs Supportive Housing (VASH) HAP	Total HAP expenses incurred for VASH vouchers reported in the Units section
DHAP to HCV Vouchers Leased	The field captures the number of families assisted via DHAP to HCV conversion vouchers. These vouchers were awarded in 2009 and are subject to reconciliation. For months in CY 2009, the PHA should report the total number of families that were leased. For months in CY 2010, PHAS are only to report the total number of vouchers from the 2009 DHAP to HCV award where former DHAP families were issued their voucher prior to 1/1/2010, were actively seeking assistance as of 12/31/2009, were initially placed under HAP contract effective on or after January 1, 2010, and are under lease as of the first day of the reporting month. Vouchers leased for participants assisted via DHAP to HCV vouchers prior to 2010 and which are still receiving assistance are not reported in this section. These DHAP to HCV vouchers became regular Housing Choice vouchers on January 1, 2010, and their leasing is reported in the appropriate category above (All Other Vouchers, etc.).
DHAP to HCV Vouchers HAP	Total HAP expenses for DHAP to HCV voucher leasing reported in the units section.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
All Other Vouchers	Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.
All Other Vouchers HAP	Total HAP expenses incurred for all other vouchers reported in the units section, for contracts in effect on the first day of the month. Do not include any HAP expenses already reported in ANY other Voucher HAP Expense categories above or for FSS Escrow Deposits below.
FSS Escrow Deposits	Deposits to FSS participant escrow accounts made for this month
All Voucher HAP Expenses for Contracts Effective After the First of Month	Total amount of HAP expenses incurred for NEW contracts effective after the first of the month for any categories above. If the amount of HAP covers the entire month than it should not be reported in this field. This amount is automatically included in the HAP Total below when the system calculates the HAP Total.
Total Vouchers	This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following UML fields: Litigation 1 Year Mainstream, Homeownership Moving to Work Family Unification 2008 and 2009 Family Unification 2008 and 2009 Non-Elderly Disabled Portable Voucher Paid HOPE VI Tenant Protection Veterans Affairs Supportive Housing (VASH) Vouchers All Other Vouchers



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
HAP Total	<p>This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following HAP fields:</p> <ul style="list-style-type: none"> Litigation HAP 1 Year Mainstream HAP Homeownership HAP Moving to Work HAP Family Unification HAP 2008 and 2009 Family Unification HAP 2008 and 2009 Non-Elderly Disabled HAP Portable Voucher HAP HOPE VI HAP Tenant Protection HAP All Other Vouchers HAP Veterans Affairs Supportive Housing (VASH) Vouchers HAP FSS Escrow Deposits All Voucher HAP Expenses for contracts effective After the First of Month <p>Note that the PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.</p>
Other Voucher Reporting Requirements	
Number of vouchers under Lease (HAP Contract) on the last day of the Month	Total number of vouchers under lease on the “LAST” day of the month for all categories listed in “HAP Total” above. This includes HAP contracts that expired that day. Zero HAP units continue to be reported for up to six months. The HAP contract terminates automatically 180 calendar days after the last HAP payment to the owner.
Temporary Housing Units to HCV Conversion – Leasing	Number of vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program. Effective January 2011, these 2009 & 2010 “THU to HCV” vouchers lose their identity and are to be reported as “All Other”.
Temporary Housing Units to HCV Conversion - HAP	HAP costs for vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program. Effective January 2011, these 2009 & 2010 “THU to HCV” vouchers lose their identity and are to be reported as “All Other”.
HA Owned Units Leased - included in the units leased	Total number of HA-owned units that are under lease in the Voucher program for the month; these units should also be included in the appropriate Voucher Units category above.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Number of vouchers issued but not under housing assistance payments (HAP) contract as of the last day of the month	This figure represents the total cumulative number of new vouchers issued for all categories listed above and not yet under a HAP contract as of the last day of the reporting period. This figure excludes vouchers issued to participants who are currently under a HAP contract in one unit but have been issued a voucher to search for another unit to which they intend to move with continued voucher assistance.
Portable Units Administered	Total number of vouchers for the entire month which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. A household reported in this category is NOT reported as a voucher participant for this HA in any other category. These are commonly referred to as "Port-Ins."
Total HAP for Portable Units Administered	HAP expenses attributable to the Portable Units Administered as reported above. These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.
Number of Vouchers Covered by Project-Based AHAPs and HAPs	The total number of vouchers the PHA has withheld from leasing to be available for a project-based HAP when executed and the total number of vouchers in use under a project-based contract. This is the total universe of project-based vouchers, both under AHAP and/or HAP, and both paid and/or unpaid. HAP and Leasing information for RAD vouchers under lease should also be reported in the Tenant Protection field in VMS. Unlike other Tenant Protection units that are reported in the Tenant Protection field only until the initial family leaves the program, RAD units will continue to be reported in the Tenant Protection field as long as they are leased.
5-Year Mainstream	The number of 5 Year Mainstream vouchers under lease. Vouchers should only be reported in this category if the PHA has received an award under the 5 year mainstream program, and should be reported in this category for the initial and all renewal terms.
5 Year Mainstream HAP	Total amount of HAP expenses incurred for 5 Year Mainstream vouchers reported in Unit section



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Memorandum Reporting	
Fraud Recovery – Total Collected this Month	Total dollar amount recouped by the HA as fraud recoveries during the month that is applied to the NRA account. This consists of the lesser of one-half the amount recovered or the total recovery minus the costs incurred by the PHA in the recovery. This amount should NOT be deducted from HAP Expenses as reported for the month in the HAP expenses section. Note: Total dollar amount recouped “is cash collected – not revenue recorded”.
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets. Note: the amount of interest earned from the UNA account should not be reported in this field.
FSS Escrow Forfeitures this month	Total value of FSS escrow accounts forfeited by tenants during the month; forfeitures occur when the tenant violates or fails to complete the FSS contract. This amount should not be deducted from HAP expenses as reported for the month in the HAP Expenses section.
Number of Hard to House Families Leased	Total number of families (current participants and new admissions) with three or more minors or with a disabled family member that moved to a new unit during the month. If entered the reported value must be a positive.
Number of LBP Initial Clearance Tests	The total number of initial lead-based paint clearance tests completed during the month. If entered the reported value must be a positive whole number only.
Portable Hap Costs Billed and Unpaid – 90 Days or older	Amount due to the HA for portable HAP costs billed to another agency at least 90 days prior to the end of the current reporting period and not yet paid by that other agency.
Number of LBP Risk Assessments	The total number of lead-based paint risk assessments completed during the month. If entered the reported value must be a positive whole number only.
Administrative Expenses	
FSS Coordinator Expense Covered by the FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds provided under an FSS Coordinator Grant from HUD.



TAB 2 – OTHER INCOME AND EXPENSE	
Form 52681-B Field Name	Definition
FSS Coordinator Expenses Not Covered by FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds other than those provided under an FSS Coordinator grant from HUD
Administrative Expense	Total administrative expenses, direct and indirect, incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS/Homeownership Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees (and other special purpose one time fees provided), Preliminary Expenses and Portability Payments due from another Housing Authority.
Audit	Total amount billed for the PHA's IPA audit, if incurred during this reporting cycle, excluding the accounting service fee. Report this amount only in the month that it occurred
Financial Status – as referenced in PIH Notice 2010-16	
Net Restricted Assets (NRA) as of the last day of the month	NRA is the amount of Housing Assistance Payments (HAP) Equity for the HCV. It is equal to total HAP revenue minus total HAP expense for eligible unit months leased on a calendar year basis. Total HAP expense should include expenses for regular vouchers as well as expenses for certain HCV special purpose vouchers including Non-Elderly Disabled (NED), Family Unification Program (FUP), HOPE VI, One Year Mainstream (MS1), Litigation, Tenant Protection (TP), and Homeownership. Total HAP revenue is defined as total funding eligibility for calendar years 2005 and later (including pro-rated renewal eligibility plus funding for incremental vouchers) minus any offsets for 2008 and 2009, and should equal the amount actually disbursed to the PHA. The amount reported must include all interest earned, fraud recovery portions returned to HAP, and Family Self-Sufficiency (FSS) forfeitures. Veterans Affairs Supportive Housing (VASH) NRA is not reported in this field. Those funds are tracked separately and the balance is reported in Line 11180 – Housing Assistance Payment Equity. The balance of this account will be carried forward on an annual basis beginning January 1, 2005, through the end of the most recent PHA fiscal year. Note: Negative amounts must be reported; however, if the PHA has a negative balance at the end of the calendar year the negative amount must not be carried forward to January of the following year. The PHA must start with a zero balance at the beginning of January for purposes of reporting in this field. PHAs are advised that although the negative amount is not carried forward to the following year the deficit incurred by the PHA is not forgiven nor will additional funds be provided to cover the shortage. The PHA is responsible for operating its program within the amount of funding provided. Negative amounts reported may result in a HUD review and corrective action may be warranted if it is determined the PHA expended any portion of its HAP funding on non-HAP eligible expenses.



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Unrestricted Net Assets (UNA) as of the last day of the month	UNA is equal to total Administrative Fee (AF) revenue minus total HCV administrative expenses and any AF used for housing assistance payments (HAP) or other activities for Section 8 Tenant Based related purposes. UNA (referred to as “Administrative Fee Reserve” in the HCV program regulations) is the amount by which administrative fees paid by HUD for a PHA fiscal year exceeded the PHA administrative expenses for the fiscal year, plus any interest earned on the AF reserve (see 24 CFR 982.155(a). This means that the total AF revenue used to calculate the UNA reported in this field does not include AF received during the current PHA FY, because excess AF received does not accumulate to the UNA until the end of the PHA’s FY. The excess fees received during the PHA’s current FY will not be reported in the UNA field until after the PHA’s FYE. The monthly amount reported is the UNA balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNA account for the months in the current year. PHAs must include in this field their pre-2005 AF balance, formerly referred to as their operating reserve (also known as their AF reserve). PHAs are reminded of the differences regarding the allowable use of AF earned during the PHA’s current fiscal year and the use of available UNA (depending on the source year). For guidance on eligible uses of AF and UNA please reference PIH Notice 2010-7 issued March 12, 2010.
Cash/Investments as of the last day of the month – Voucher Program only	Cash/Investments as of the last day of the month are the total amount of HAP and AF cash and investments for the HCV program. Amounts reported include all cash and investments as they relate to NRA and UNA balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNA and NRA fields through the month being reported. This total amount must include only those HAP and AF funds (including any interest or revenue derived) received for the HCV program, including interest earned, fraud recovery and Family Self-Sufficiency (FSS) forfeitures. Funds received for an FSS Coordinator and not expensed must not be included. Cash and investments for FSS escrows must not be included, nor should any cash or investments representing other current liabilities to the PHA, such as outstanding checks and “accrued compensated absences – current period” as these funds are already restricted for specific purposes and are not available for use to pay HAP or other administrative costs. MTW PHAs should report their financial information as required in their MTW Agreement.



TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Form 52681-B Field Name	Definition
Expenses	
Expense Amount 1	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 1	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters.
Expense Amount 2	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 2	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters.
Expense Amount 3	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 3	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters.
Expense Amount 4	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 4	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters.
Expense Amount 5	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 5	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters.
Comments	
Comments	Comment field to allow PHA to explain their data entries or to provide specific information requested by HUD Use this field only to explain the required data or to provide specific information required by HUD. The Comment field will accommodate up to 3900 characters.



TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name	Definition
Disaster Voucher Program (DVP)	
DVP Families Assisted	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
DVP Families Assisted HAP	Total rental subsidy expense attributable to DVP families, excluding the amount reported below for Total Actual DVP HAP provided for Homeless Families. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
New This Month	Number of first time families assisted under DVP this month, excluding Homeless families reported below. This number is included in the number of DVP Families Assisted, above.
DVP Homeless Families Assisted	Total number of Homeless families being assisted under DVP. These families are defined as families who were homeless immediately prior to the hurricane, not the result of the disaster (See DVP Guidance issued 02-03-06).
DVP Homeless Families Assisted HAP	Rental subsidy expense attributable to DVP homeless families only. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
New This Month	Number of homeless families assisted under DVP for the first time this month. This number is included in the number of DVP Homeless Families Assisted, above.
Disaster Housing Assistance Program (DHAP-KATRINA)	
DHAP Families Assisted	Total number of families assisted under the DHAP. These families are not reported on any other line.
DHAP Families Assisted HAP	This is the total of the rent subsidy payments paid on behalf of DHAP - Katrina families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
New This Month	Number of families assisted under DHAP for the first time this month. This number is included in the number of DHAP families Assisted as reported above.
Disaster Housing Assistance Program (DHAP-IKE)	
DHAP-IKE Families Assisted	Total number of families assisted under the DHAP - IKE program for this month. These families are not reported on any other line.



TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name	Definition
DHAP-IKE Families Assisted HAP	This is the total of the rent subsidy payments paid on behalf of DHAP - IKE families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
New This Month	Number of first time families assisted under the DHAP - IKE program this month. This number is included in the number of DHAP - IKE Families Assisted, above.
Security Deposits Paid	Total funds expended for DHAP - IKE Security Deposits during the month.
Utility Deposits Paid	Total funds expended for DHAP - IKE Utility Deposits during the month.
Security Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Security Deposits.
Utility Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Utility Deposits.
Disaster Relief – Non-KDHAP	
Disaster Portable Units Administered	Total number of vouchers assisting disaster victims which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. This category should include those cases where voucher tenants are being assisted as voucher tenants, using non-KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.
Total HAP for Disaster Portable Units Administered	HAP expenses attributable to the "Disaster Portable Units Administered."
Disaster Relief - Sandy	
Sandy Families Assisted – Units	Total number of families assisted this month under Sandy Disaster
Sandy Families Assisted – Units	The HAP amount for the number of Sandy Disaster Families Assisted for the reporting month
Sandy Security Deposit	Security Deposit paid during the reporting month for Sandy Disaster Families
Sandy Security Deposit Returned	Amount of security deposit returned for Sandy Disaster during the reporting month
Sandy Utility Deposit	Amount of utility deposit paid for Sandy Disaster families during the reporting month
Sandy Utility Deposit Returned	The amount of utility deposit returned during the reporting month for Sandy Disaster Families



TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name	Definition
Sandy Administrative Expenditure	The amount of Administrative Expenditures incurred for the reporting month
Sandy Broker Fees	The total amount of broker fees paid during the reporting month for Sandy Disaster Families

TAB 5 – PHA CONTACT INFORMATION

Form 52681-B Field Name	Definition
PHA Contact Information	
HA Number	Housing Authority identification number (Read only, from PIC Databases)
HA Name	Name of Housing Authority (Read only, from PIC Databases)
HA FYE	Housing Authority Fiscal Year End (Read only, from PIC Databases)
Name of HA Point of Contact (POC)	Name of the person who can answer questions about the Form HUD 52681-B data submission. This field is pre-filled with prior VMS information and is editable. Incorrect information should be corrected.
Point of Contact Phone	Phone number of the PHA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Ext.:	The phone number extension for the HA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Point of Contact E-mail Address	E-mail address for the HA Point of Contact. This field is prefilled with VMS information from the prior month and can be edited to reflect any changes.
Name of Authorized HA Official	Name of Authorized HA Official (Usually the Executive Director). Prefilled from the PIC system, and not editable. Read only, from PIC Databases)
Official Housing Authority E-mail Address	Official e-mail address for the PHA. This address serves as the primary e-Mail address for official correspondence between HUD and the PHA, and must be the central e-Mail address for the PHA. This field is prefilled from the PIC system, and not editable. Read only, from PIC Databases)
Program Area Point of Contact - FMC	
FMC Financial Analyst	Name of the FMC Financial Analyst assigned to work with the PHA. This data is pre- filled by HUD



TAB 5 – PHA CONTACT INFORMATION

Form 52681-B Field Name	Definition
FA E-mail Address	Email address of the FMC Financial Analyst assigned to work with the PHA. This field is a “Mail-To” hotlink for emailing the FA. This data is pre- filled by HUD
FA Phone Number	Identifies the phone number of the FA. This data is pre- filled by HUD.
Ext.:	Phone extension of the FA. This data is pre- filled by HUD
Program Area Point of Contact – Field Office	
Field Office Code	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Field Office Name	Official name of the Field Office, data is pre- filled by HUD
Field Office Point of Contact	PIH Field Office employee assigned to work with and assist the PHA, data is pre- filled by HUD
Field Office POC Email Address	E-mail address for the Field Office Point of Contact. This field is prefilled with VMS information from the prior month and can be edited to reflect any changes.
FO POC Phone Number	Phone number assigned to PIH FO POC phone number, data is pre- filled by HUD
Ext.:	Phone extension if any assigned to the PIH FO POC, data is pre- filled by HUD
REAC Technical Assistance Center	
Technical Assistance Center	Phone number for the REAC Technical Assistance Center, data is pre- filled by HUD

TAB 6 – SUBMISSION

Form 52681-B Field Name	Definition
Validation History	
PHA Number	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre- filled by HUD
PHA Name	Official name of the Public Housing Authority, data is pre- filled by HUD
Reporting Month	Reporting month for the submitted data, data is pre- filled by HUD
Error Tab	Specifies the input tab the error is located on, data is pre- filled by HUD
Field Name	Identifies the specific field that failed the Hard Edit, data is pre- filled by HUD
Error Message with Number	Error message indicating what the error is, data is pre- filled by HUD
Submitted By User ID	User information, identifying last user who submitted the monthly submission with the Hard Edit error, data is pre- filled by HUD
Submission date & time	System date and time stamp indicating when the user submitted the monthly submission, data is pre- filled by HUD



Reviewer ID	Identification of the FA who reviewed the Hard Edit, data is pre- filled by HUD
Review Date & time	System date and time stamp indicating when the FA reviewed the Hard Edit error, data is pre- filled by HUD
Submission History	
Current Status	Status indicator for the specific version of the monthly submission, data is pre- filled by HUD
Last Updated By User ID	User information, identifying last user who submitted the monthly submission, data is pre- filled by HUD
Last Updated By Name	User name identifying who the last user was for the submission, data is pre- filled by HUD
Last Updated Date & Time	System date and time stamp indicating when the specific version was submitted. Data is pre- filled by HUD

TAB 7 – EXECUTIVE SUMMARY	
Form 52681-B Field Name	Definition
PHA Information	
Selected Month	Reporting Month for the submission period, data is pre- filled by HUD
Selected Year	Reporting Year for the submission period, data is pre- filled by HUD
Selected State	State name, data is pre-filled by HUD
Selected Field Office	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Selected PHA Code	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre- filled by HUD
HUD Calculations	
NRA Beginning Balance from prior year end balance	Net Restricted Assets as of the last day of the previous year, data is pre-filled by HUD
Budget Authority from HUDCAPS - CYTD	Amount of BA provided to the PHA through the current month, This data is pre- filled by HUD from HUDCAPS
HAP Expense Reported in VMS CYTD	Amount of housing assistance payments the PHA has input into the VMS system, since the beginning of the calendar year, data is pre- filled by HUD from VMS data fields
Other Revenue Reported in VMS - CYTD	Other income amounts reported by the PHA during the regular monthly submission since the beginning of the calendar year, data is pre- filled by HUD
End of Currant Month Net Restricted Assets (NRA)	Calculated field using the NRA Beginning Balance, adding in the BA amount (YTD), subtracting the VMS reported HAP Expenses, and adding in any VMS Reported other income, data is pre-filled by HUD
PHA Reported	



TAB 7 – EXECUTIVE SUMMARY	
Form 52681-B Field Name	Definition
PHA Estimate of Net Restricted Assets	This information is provided from Income/Expenses Tab – Financial Status Section – Net Restricted Assets (NRA) as of the Last Day of the Month field, data is pre-filled by HUD.
PHA Estimates of Cash on Hand (COH)	This information is provided from the Income/Expenses Tab – Financial Status Section – Cash/Investment as of the Last Day of the Month – Voucher Program Only field, data is pre-filled by HUD.
Utilization	
Utilization Units – (UML) Amount	Utilization unit months leased as reported in VMS, data pre-filled by HUD using VMS data
Utilization Units – (UML) Amount	Utilization units months available as identified HUDCAPS, data pre-filled by HUD using VMS data
Utilization Units – (UML/UMA) Percentage	HUD Calculated percentage by taking the number of UML and dividing it by the number of UMA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD
Utilization – HAP Amount	Utilization housing assistance payments as reported in VMS, data pre-filled by HUD using VMS data
Utilization – ABA Amount	Utilization Budget authority as reported in HUDCAPS and divided by 12, data pre-filled by HUD using VMS data
Utilization – HAP (HAP / ABA) Percentage	HUD Calculated percentage, taking the HAP and dividing it by the ABA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD
Utilization All funds = HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion) Amount	Calculated: HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion). Expressed as an Amount
Utilization All funds = HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion) Percentage	Calculated: HAP expended CYTD / ABA + (Budgeted NRA – 1 month prorated NRA cushion). Expressed as a Percentage
Utilization Units Graph: UMAs vs. UMLs	
Utilization HAP Graph: HAP vs. BA & NRA	



Recap Worksheet	
Form 52681-B Field Name	Definition
Recap	
NRA Balance as of 1/31/2009	NRA Ending balance provided by HUD for the PHA, data pre-filled by HUD.
ABA Disbursed YTD	CYTD Budget authority that has been provided by HUD to the PHA as identified in HUDCAPS, calculated data pre-filled by HUD.
HAP Expenditures YTD	CYTD Housing Assistance Payments identified by the PHA in VMS, calculated data pre-filled by HUD
Remaining NRA YTD	Calculated field using the NRA balance as of field, adding in the ABA disbursed YTD, and subtracting the HAP Expenditures YTD as reported in VMS, data pre-filled by HUD
CY Eligibility	Calculated field using the Budget Authority provided by HUD for the Calendar Year, data pre-filled by HUD
CY Eligibility Including NRA Offset	Calculated field using the Budget Authority provided by HUD plus the NRA Ending balance, data pre-filled by HUD
Remaining CY Eligibility	Calculated field uses the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, data pre-filled by HUD
Remaining CY Eligibility Including NRA Offset	Calculated field uses the NRA Ending Balance adds in the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, , data pre-filled by HUD
CY Months Remaining	Number of months remaining in the calendar year based on the reporting month, data pre-filled by HUD
CY Months Remaining Including NRA Offset	Calculated field uses the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, data pre-filled by HUD
Monthly CY Eligibility Remaining	Calculated field using the Remaining CY Eligibility amount and divides it by the CY Month remaining, data pre-filled by HUD
Monthly CY Eligibility Remaining Including NRA Offset	Calculated field using the Remaining CY Eligibility including NRA offset amount and divides it by the CY Month remaining, data pre-filled by HUD
Unit Months Available CY	Calculated field using HUDCAPS data to determine Unit Months Available for CY, data pre-filled by HUD
Unit Months Leased CY	CYTD summation of the vouchers leased during the months by the PHA, data pre-filled by HUD using current VMS data
Unit Months Remaining CY	Calculation that determines the number of UMLs left for the remainder of the year, subtract the UML running total from the CY UMA, data is pre-filled by HUD
Monthly Units Months Available Remaining CY	Calculated field to indicate the number of unit months available per month for the remainder of the year, calculated data pre-filled by HUD.



Recap Worksheet	
Form 52681-B Field Name	Definition
Unit Months Funding Would Support	Calculated value to determine how many unit months the funding would support, Remaining CY Eligibility divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD
Unit Months Funding Would Support, including NRA Offset	Calculated value to determine how many unit months the funding would support, (Remaining CY Eligibility plus NRA offset) divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD
Monthly Units Funding Would Support	Calculated value to determine how many months the remaining funding would support, Unit Months Funding/CY Months Remaining, data pre-filled by HUD
Monthly Units Funding Would Support, including NRA Offset	Calculated value to determine how many months the remaining funding would support, Unit Months Funding w/NRA offset/CY Months Remaining, data pre-filled by HUD
Minimum of Available or Supportable	Lesser of the Unit Months Remaining CY or Unit Months Funding would support, data pre-filled by HUD
Minimum of Available or Supportable, including NRA Offset	Minimum of the (Unit Months Remaining CY with NRA offset) or (Unit Months Funding with NRA offset) would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly	Minimum of the Monthly Unit Months Available or Monthly Units Funding would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly, including NRA Offset	Minimum of the (Monthly Unit Months Available w NRA offset) or (Monthly Units Funding would support w NRA offset), data pre-filled by HUD

Projection Worksheet (Currently Inactive)	
Form 52681-B Field Name	Definition
Utilization Chart	
Month	Reporting Month, prefilled by HUD



Projection Worksheet (Currently Inactive)	
Form 52681-B Field Name	Definition
UMA	Unit Months Available per HUDCAPS for the reporting month, prefilled by HUD
UML	Unit Months Leased as reported by the PHA for the specified reporting month.
Leasing Percentage	Calculation of Unit Months Leased divided by Unit Months Available, prefilled by HUD
Annual Budget Authority (ABA)	The amount of budget authority provided by HUD for the reporting month, prefilled by HUD
Housing Assistance Payment (HAP)	The monthly leasing amount as reported by the PHA for the specified month.
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted NRA monthly amount, prefilled by HUD
Per Unit Cost	The Per Unit Cost amount is calculated by using the Housing Assistance Payment monthly amount and dividing it by the Unit Month Leased, prefilled by HUD
YTD UMA	Summation of the monthly UMA amount, prefilled by HUD
YTD UML	Summation of the monthly UML amount, prefilled by HUD
YTD Leasing Percentage	Calculated value of the YTD UML divided by the YTD UMA, prefilled by HUD
YTD ABA	Summation of the Monthly ABA amount, prefilled by HUD
YTD HAP	Summation of the Monthly HAP amount, prefilled by HUD
YTD BA Utilization Percentage	Calculated value of the YTD HAP divided by the YTD ABA, prefilled by HUD
YTD PUC	Calculated value based on the YTD HAP divided by the YTD UML amounts, prefilled by HUD
PHA Projection Variables	
NRA budgeted for expenditure	NRA budget for expenditure entered by the PHA for "what if" calculations (0.00 – 100,000,000 – no commas)
Annual Attrition Rate	Rate of attrition entered by the PHA for "what if" calculations (0.00 – 1.00)
Success Rate	Percentage amount of the PHA success rate for leasing units (0.00 – 1.00)
Average Month from issued to HAP effective Date	Number of months between voucher issued and the HAP lease date (0-12)
PUC Monthly Percentage Adjustment	Percentage rate used to adjust the Monthly PUC for inflation (0.00 – 1.00)
Un-contracted Vouchers on the Street	Number of vouchers issued and not under HAP contract (0 – 10,000 – no commas)



Projection Worksheet (Currently Inactive)	
Form 52681-B Field Name	Definition
Projection Amounts	
Annual Projection with attrition only – UMA	Summation of the YTD UMA monthly amounts
Annual Projection with attrition only – UML with attrition no issuance	Summation of the YTD UML with attrition not issuance monthly amount
Annual Projection with attrition only – Leasing % (w/o leasing from yet to be leased issuances)	Percentage calculation of the YTD UML with attrition not issuance divided by the YTD UMA amount
Annual Projection with attrition only – ABA plus Budget NRA	Summation of the YTD monthly ABA plus Budgeted NRA
Annual Projection with attrition only – HAP	Summation of the YTD monthly HAP costs
Annual Projection with attrition only – Spending as % of BA plus NRA	Percentage calculation of the YTD HAP costs divided by the YTD ABA + Budget NRA amount
Annual Projection with attrition only – PUC	Summation of the YTD PUC costs
Annual Projection with attrition only – Attrition Projected	Calculated amount based on the $((YTD\ PUC * \text{annual attrition rate} * 0.08333)^{-1})$
Plus UMLs and HAP from not yet leased issuances – UML w/attrition not issuance	Calculated value calculating the (un-contracted vouchers on the street * Success Rate) * number of months greater than 0 minus the average months from issuance to hap effective date
Plus UMLs and HAP from not yet leased issuances – HAP	Calculation of the Plus UML & HAP from not yet leased issuance (UML w/attrition not issuance) time the YTD PUC value.
Year End Projection – UMA	Summation of the UMA monthly values



Projection Worksheet (Currently Inactive)	
Form 52681-B Field Name	Definition
Year End Projection – UML with attrition no issuance	Summation of the UML w/attrition not issuance plus the Plus UMLs and HAP from not yet leased issuances
Year End Projection – Leasing % (w/o leasing from yet to be leased issuances)	Calculation of the (UML + plus UML and HAP from not yet leased issuances-UML w/attrition not issuance) divided by the UMA
Year End Projection – ABA plus Budget NRA	YTD calculation of the ABA and the Budget NRA
Year End Projection – HAP	YTD HAP amount plus the plus UMLs and HAP from not yet leased issuances
Year End Projection – Spending as % of BA plus NRA	Calculation of HAP divided by ABA plus budgeted NRA

Utilization Graph	
Form 52681-B Field Name	Definition
Utilization chart	
Month	Reporting Month, prefilled by HUD
UMA	Unit Months Available per HUDCAPS for the reporting month, prefilled by HUD
UML	Unit Months Leased as reported by the PHA for the specified reporting month.
Leasing Percentage	Calculation of Unit Months Leased divided by Unit Months Available, prefilled by HUD
Annual Budget Authority (ABA)	The amount of budget authority provided by HUD for the reporting month, prefilled by HUD
Housing Assistance Payment (HAP)	The monthly leasing amount as reported by the PHA for the specified month.
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted NRA monthly amount, prefilled by HUD



Per Unit Cost	The Per Unit Cost amount is calculated by using the Housing Assistance Payment monthly amount and dividing it by the Unit Month Leased, prefilled by HUD
YTD UMA	Summation of the monthly UMA amount, prefilled by HUD
YTD UML	Summation of the monthly UML amount, prefilled by HUD
YTD Leasing Percentage	Calculated value of the YTD UML divided by the YTD UMA, prefilled by HUD
YTD ABA	Summation of the Monthly ABA amount, prefilled by HUD
YTD HAP	Summation of the Monthly HAP amount, prefilled by HUD
YTD BA Utilization Percentage	Calculated value of the YTD HAP divided by the YTD ABA, prefilled by HUD
YTD PUC	Calculated value based on the YTD HAP divided by the YTD UML amounts, prefilled by HUD

Prior Month Corrections	
Form 52681-B Field Name	Definition
PMC Data Entry Screen	
PHA Number	Housing Authority identification number of the PHA being corrected (Read only, from PIC Database)
PHA Name	Name of Housing Authority of the PHA being corrected (Read only, from PIC Databases)
Reporting Period	Month and Year of the Submission being corrected, selected from drop-down lists
Tab Selection	Identifies the Tab where the corrected field is located. Selected from drop-down list
Field Selection	Field being modified by the adjustment. Selected from drop-down list.
New Adjusted Value-1st	The value in the field after the adjustment /correction is made. The System places the Old Value-1st in this field initially. The field is then modified by the adjuster, if appropriate. This field is used when only one field is being adjusted by the PMC. If both UML and HAP are displayed for adjustment in the PMC, this field will contain the UML field
Old Value - 1st	Value of the field prior to modification. Generated by the system
Difference between New and Old values - 1st	The calculated difference between the New Adjusted Value-1st and the Old Value-1st. Can be a positive or negative amount. Generated by the system
New Adjusted Value-2nd	The value in the field after the adjustment /correction is made. The System places the Old Value-2nd in this field initially. The field is then modified by the adjuster, if appropriate. This field is only used for HAP fields when both UML and HAP are displayed for adjustment.
Old Value-2nd	Value of the field prior to modification. Generated by the system
Difference between New and Old values - 2nd	The calculated difference between the New Adjusted Value-2nd and the Old Value-2nd. Can be a positive or negative amount. Generated by the system



Prior Month Corrections	
Form 52681-B Field Name	Definition
Adjuster Comment	Comment entered into the system by the adjuster to further explain the adjustment.
Hard Edit Errors and PMC Approval / Disapproval Screen	
HE Error Number-1st	Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1 st field.
HE Error Message -1st	Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1 st field.
HE Error Reason for Adjustment-1st	Reason why the Adjusted field should bypass the Hard Edit Error – Selected from list of most likely reasons. Refers to Adjusted Value-1 st field.
HE Error Comment-1st	If “Other” Reason for Adjustment was selected, This field should further explain why this should bypass the Hard Edit error. Refers to Adjusted Value-1 st field.
HE Error Number-2nd	Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-2nd field.
HE Error Message -2nd	Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-2nd field.
HE Error Reason for Adjustment-2nd	Reason why the Adjusted field should bypass the Hard Edit Error – Selected from list of standard reasons. Refers to Adjusted Value-2nd field.
HE Error Comment-2nd	If “Other” Reason for Adjustment was selected, This field should further explain why this should bypass the Hard Edit error. Refers to Adjusted Value-2nd field.
PMC Submission date & time	System date and time stamp indicating when the user submitted the PMC. Data is pre- filled by HUD
FA Action	Approve or Disapprove buttons to be selected by FA reviewer
FA Comment	Text field where reviewer can explain reason for approval / disapproval
PMC List of Pending Corrections	
Financial Analyst	Name of the Financial Analyst who Approved/Disapproved the Pending PMC
Division	Name of the Administrative Division where the FA reports. The Divisions are: East, North, South, West, and Operations
Rec. #	On a PMC listing, a sequential number, starting with 1, numbering the line item within the context of the listing. Not retained past the display of the listing. The purpose is to make it easier to reference an item within the listing.
PMC Record ID	Unique ID of the PMC record, composed of PHA Number, Submission Reporting Period (Month, Year), and Date and Time the PMC was submitted.
Current Status	The current status of the PMC Correction. Values can be: Pending (PMP), Approved (PMA), Disapproved (PMD), and Completed (PMS).



APPENDIX B: HARD EDIT ERROR MESSAGES

Error HE001	PHA has not reported Moving to Work leasing, while the PHA does have a Moving to Work program.
Error HE002	PHA has reported Moving to Work leasing, but PHA does not have a Moving to Work program.
Error HE003	PHA has not reported tenant protection leasing, while the PHA has received one or more awards of tenant protection units.
Error HE004	PHA has reported tenant protection leasing, but PHA has not received an award of tenant protection units.
Error HE005	PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.
Error HE006	PHA has not reported VASH leasing, while the PHA does have a VASH award for 2008 or later.
Error HE007	PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.
Error HE008	Voucher utilization is not within the standard range. PHA should review the UMLs entered for each category to ensure accuracy.
Error HE009	The change in Voucher utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the UMLs entered for each category to ensure they are accurate.
Error HE010	PHA has not reported 5 Year Mainstream leasing, while the PHA does have a 5 Year Mainstream program.
Error HE011	PHA has reported 5 Year Mainstream leasing, but PHA does not have a 5 Year Mainstream program.
Error HE012	PHA has not reported Moving to Work HAP costs, while the PHA does have a Moving to Work program.
Error HE013	PHA has reported Moving to Work HAP costs, but PHA does not have a Moving to Work program.
Error HE014	PHA has not reported Family Unification HAP costs, while the PHA does have a Family Unification program.
Error HE015	PHA has reported Family Unification HAP costs, but PHA does not have a Family Unification program.
Error HE016	PHA has not reported Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.
Error HE017	PHA has reported Tenant Protection HAP costs, but the PHA has not received an award of Tenant Protection units.
Error HE018	PHA has not reported VASH HAP costs, while the PHA does have a VASH award for 2008 or later.
Error HE019	PHA has reported VASH HAP costs, but the PHA has not received an award of VASH units in FFY 2008 or later.
Error HE020	Budget Authority utilization is not within the standard range. PHA should review the HAP costs entered for each category to ensure they are accurate.
Error HE021	The change in Budget Authority utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the HAP costs entered for each category to ensure accuracy.
Error HE022	PHA has not reported 5 Year Mainstream HAP costs, while the PHA does



	have a 5 Year Mainstream program.
Error HE023	PHA has reported 5 Year Mainstream HAP costs, but PHA does not have a 5 Year Mainstream program.
Error HE024	Budget Authority utilization is not within the standard range. PHA should review the 5 Year Mainstream HAP costs entered to ensure they are accurate
Error HE025	Mid-month HAP costs are not within the standard range. PHA should review the mid-month HAP costs to ensure accuracy.
Error HE026	PHA has an active FSS program but has not reported FSS costs
Error HE027	PHA has no active FSS program, but has reported FSS costs.
Error HE028	PHA has not reported Family Unification leasing, while the PHA does have a Family Unification program.
Error HE029	PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.
Error HE030	PHA has not reported DHAP to HCV Vouchers Leased, while the PHA does have a DHAP to HCV program.
Error HE031	PHA has reported DHAP to HCV Vouchers Leased, but PHA does not have a DHAP to HCV program.
Error HE032	PHA has not reported DHAP to HCV Voucher HAP costs, while the PHA does have a DHAP to HCV program.
Error HE033	PHA has reported DHAP to HCV Voucher HAP costs, but PHA does not have a DHAP to HCV program.



APPENDIX C: USER ACCESS LEVELS

Role Code	Role Description	Action Description	User Access
FMG <i>(Internal User)</i>	Manager – Financial Management Center	6 Ability to read existing voucher data for PHAs they manage. 7 Ability to update or add new data to pending submissions for PHAs they manage. 8 Ability to submit HUD Form 52681-B data. 9 Ability to administer tasks. 10 Ability to create/edit versions of HUD Form 52681-B. 11 Ability to create, save, and submit data. 12 Ability to approve or disapprove a Pending Submissions that has been submitted by a PHA.	1. Manage PHA Data -Enter PHA Data 2. Administer VMS 3. Generate reports
HUE <i>(Internal User)</i>	Read Only Access	1. Ability to read submitted data. 2. Ability to generate reports	1. Manage PHA Data -View PHA Data 2. Generate reports
UDE <i>(External User)</i>	Utilization and Expense Data Submitter	1. Ability to read existing data for assigned PHAs. 2. Ability to update or add new data to a pending submission for a specific PHA. 3. Ability to submit HUD Form 52681-B data. 4. Ability to create, save and submit data.	1. Manage PHA Data -Enter PHA Data 2. Generate DCR Report
HUR <i>(Internal User)</i>	Financial Analyst User	1. Ability to approve or disapprove a Pending Submissions submitted by a PHA. 2. Ability to read submitted data for PHAs.	1. Manage PHA Data -View PHA Data 2. Pending Submission -Review Pending Submissions 3. Generate Reports

User Role and Action Codes

NOTE: Although the User Roles delineated above maintain fairly exclusive abilities and responsibilities, it is possible for an individual to be given roles that seem to combine those of the UDE and HUE together. This type of assignment is solely under the jurisdiction of the Administrator, or FMG. Refer to the Table of Contents for link definitions.