



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

**Disaster Voucher Program (DVP)  
Processing Instructions Letter #3  
Pre-disaster Public Housing, Project-based, Homeless and Special Needs Housing Families**

Dear Executive Director:

The purpose of this letter is to provide you with instructions on how to update lease information within the Disaster Information System (DIS) for all pre-disaster public housing, project-based, homeless and special needs housing families that remain on DVP. Effective January 1, 2008, public housing agencies (PHA) were required to recalculate housing assistance payments (HAP) for all DVP families in accordance with regular voucher program rules. This required PHAs to conduct an examination of family income in order to calculate the family's total tenant payment (TTP) and the family share of rent based on normally applicable voucher program requirements. On February 29, 2008, the DIS was updated so that TTP information may now be entered. As you know, this information is necessary in order for the system to correctly calculate housing assistance payment amounts.

Please complete the following actions for each family currently under DVP lease. Updating the lease information as described below will ensure that the DIS maintains an accurate payment history for each tenant.

1. Update the current lease record in order to preserve the "HAP total" amount for the period prior to reinstatement of TTP on 1/1/08.
  - a) Confirm that the current lease shows the "HAP Total" amount that was in effect prior to reinstatement of TTP. If it does not, revise fields as necessary so that all information (payment standard, rent to owner, and utility allowance) accurately reflects the family's situation prior to 1/1/08.
  - b) Change the "HAP Contract Termination Date" to 12/31/2007.
    - Please note that the "HAP Contract Termination Date" used to appear as the "Lease Termination Date." Even though neither the HAP contract nor lease may have actually ended on 12/31/07, this end date must be entered in order to preserve the payment history prior to the reinstatement of TTP on 1/1/08.
  - c) Click on the "Update Current Lease" button to save the revised "HAP Contract Termination Date" as well as any other changes that were made to the lease record.

2. Create a new lease record to reflect the change in “HAP Total” due to reinstatement of TTP on 1/1/08.
  - a) Starting with the newly updated lease (which now contains information as of 12/31/07), update the payment standard, rent to owner, or utility allowance if any of these amounts changed as of 1/1/08.
  - b) Enter the family’s TTP (even if it is \$0). Once the cursor is moved from this field, the “HAP Total” will automatically recalculate.
    - TTP must be calculated in accordance with 24 CFR 5.628 and can be taken from line 9j of the HUD-50058. Although PHAs are not responsible for submitting HUD-50058s to PIC for DVP families, PHAs typically utilize 50058-based software to calculate a family’s TTP, tenant rent to owner, family share, and HAP, as well as to issue housing assistance payments to owners for DVP families.
  - c) Enter a new “HAP Contract Effective Date” of 01/01/2008
  - d) Enter a new “HAP Contract Termination Date” of 06/30/2008, or the actual HAP contract termination date, whichever is earlier.
  - e) Click on the “Save as New Lease” button to create a new lease record reflecting the updated payment information as of 1/1/08.

Because the TTP and updated HAP amounts are needed to calculate the amount of remaining DVP funds, it is important for these actions to be completed as soon as possible, but no later than March 31, 2008. Once these updates are completed, DVP disbursements will be adjusted accordingly, and the Department will be able to project a new end date for DVP assistance. The official extension and new end date of DVP assistance will be announced by PIH Notice.

If you have any questions regarding these instructions, please contact Laure Rawson at (202) 402-2425 or Bob Boepple at (913) 551-1308.

Your prompt attention to this guidance is greatly appreciated.

Sincerely,

David A. Vargas, MSA, CPA  
Director  
Office of Housing Voucher Programs