**Instructions for Preparing**

**Form HUD-52670-A Part 1 (Date of form)**

***Schedule of Tenant Assistance Payments Due***

GENERAL:

A. Prepare a separate schedule for each subsidy contract.

B. Use this schedule for regular assistance billings only.

C. Fill in information requested in Items 1 through 5 on the first page. If more than one schedule is needed, complete Items 1 through 5 on subsequent pages. (Items 2 through 5 should be the same as Items 1-4 on the HUD-52670 and Item 1 should be the same as Item 8.a on the HUD-52670.)

D. Use a 9 point or larger font when completing entries. It is not necessary to include dollar signs. Enclose negative amounts in parentheses.

E. These instructions refer to fields Item #’s on form HUD-50059 for full certifications (MI, IC, AR, IR) and form HUD-50059 A for partial certifications (MO, TM, GR, UT). Field #’s are used when referring to the MAT Guide.

F. Units should be grouped by Status and presented in unit number order. Leave a blank line between each status grouping.

G. References to the MAT Guide have been included to provide additional information regarding the Instructions for this form. The MAT Guide may be updated more frequently than this document and is controlling in the case of conflicts.

**Add hyperlink for 203A MAT Guide ~~Chapters 7 and 5 and Appendix H~~**

**Step I. Contract Information**

ITEM 1. Asst. Pymts Due for (mm/yyyy):

Enter the month/year for which the assistance payments are due. Use the MM/YYYY format. This should be the same month/year entered in Item 8a of the HUD-52670 that is being submitted.

MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Field 4

ITEM 2. Project Name

Enter the Project Name that appears on the regulatory agreement or subsidy contract. (Abbreviated project name resulting from the use of software is acceptable.)

Use the same Project Name on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 16

ITEM 3. Project Number:

Mandatory for PAC and PRAC subsidy types. Requested for those Section 8, 202/8, Section 811 PRA and SPRAC contracts for which an FHA project number applies.

TRACS will use this Project Number for all transactions under this VCHHR (Voucher Header Record).

The Project Number (Item 2) submitted must match the project number in the TRACS Project database.

**Note:** Do not use “0000FMHA” as a project number in FMHA/RHS Section 515 projects. Do not enter a project number for FMHA/ RHS Section 515 projects.

Sample entries are provided below.

|  |  |  |
| --- | --- | --- |
| FHA Insured Projects | Elderly Housing  Projects | Other Noninsured Projects |
| 12144026 | 121EH001 | 121001NI |

Use the same Project Number (if applicable) on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 19

ITEM 4. Contract Number:

Mandatory for Section 8, 202/8, Section 202/162 PAC, Section 202 PRAC, Section 811 PRAC, SPRAC and Section 811 PRA subsidy types. TRACS will use this Contract Number for all transactions under this VCHHR (Voucher Header Record).

The Contract Number (Item 3) submitted must match the Contract Number in the TRACS Contract database.

Use the same Contract Number on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 20

ITEM 5. Type of Subsidy:

Valid Subsidy Types are:

1 = Section 8 (including 202/8)

6 = 811 PRA

7 = Section 202 PRAC

8 = Section 811 PRAC

9 = Section 202/162 PAC

10 = SPRAC

~~11 = Section 202/8~~

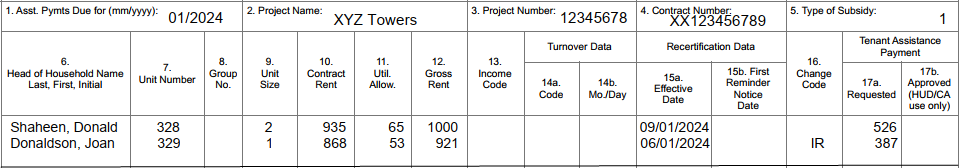
**Note:** SPRAC (10) contracts were previously considered part of Section 8 (1). However, since HOTMA rules differ for SPRAC and Section 8, SPRAC is being designated as Type 10. ~~The same is true of Section 202/8. It has been moved from Type 1 to Type 11.~~

**Note:** Subsidy Types 2 (Rent Supplement) and 3 (RAP) are no longer active.

Use the same Type of Subsidy on any HUD-52670-A (Part 1 and Parts 3-6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 43

Image below is an example ~~Below is an image example~~ of Regular Assistance Payments being requested on a HAP Voucher



**Step II. Itemize Assistance Payments Requested**

**Note:** Order transactions by unit number.

ITEM 6. Head of Household name: Enter last name, first name and middle Initial.

For Last Name: If the unit is assisted, enter the Last Name from the HUD-50059 (Item XX) or the HUD-50059 a (Item XX) that is being submitted on the HAP Voucher.

This includes certifications for assisted tenants billing 0 or negative assistance for Component 1 PH to PBRA RAD, 202 PRAC and 811 PRAC.

If the Unit Status is Abated, fill with “Abated”If the Unit Status is Vacant, fill with “Vacant”If the Unit Status is Market, fill with “Market”If the Unit Status is Rehab, fill with “Rehab”

For First Name: If the unit is assisted, enter the First Name from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

If the Unit Status is Abated, fill with “Abated”

If the Unit Status is Vacant, fill with “Vacant”

If the Unit Status is Market, fill with “Market”

If the Unit Status is Rehab, fill based on the reason:

“RAD” if this an initial RAD Rehab“Disaster” if rehab is caused by a PDD“Repair” if rehab is for Repairs

For Middle Initial: If the unit is assisted, enter the Middle Initial from the HUD-50059 (Item

XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher. Leave

blank for Abated, Vacant, Market, and Rehab units.

MAT Guide: Chapter 6, MAT10: Section 3, (Family Record), Fields 4, 5 and 6 for both full (50059) and partial (50059 A) certifications.

ITEM 7. Unit Number: Enter the Unit Number from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher. The unit number used must be the TRACS Unit Number not the Unit Number used for the unit at the site.

Unit Status (Assisted, Abated, Turnover, Vacant, Market, and Rehab) will be grouped together and sorted by Unit Number within a group. Leave a blank line between status groups.

**Note: Units do not need to be grouped by Group Number. They should be grouped and ordered by Status and Unit Number.**

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 73

MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 11

ITEM 8. Group Number: Enter the Group Number if the unit is a group home residential space. Fill with the group number of the physical unit of which the residential space is a part. Otherwise, leave blank

In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.

If applicable, enter the Group Number from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 108

MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 32

ITEM 9. Unit Size: Enter the Number of Bedrooms from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 71

~~MAT70, Unit Transfer/Gross Rent Change Record, (Field XX)~~

ITEM 10. Contract Rent: Enter the Contract Rent amount from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 57

MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 14

MAT Guide: Chapter 7, MAT30: Section 3, (Assistance Payment Detail Record), Field 8

ITEM 11. Utility Allowance: Enter the Utility Allowance amount from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 58

MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 18

ITEM 12. Gross Rent: Enter the Gross Rent amount from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 59

MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 17

ITEM 13. Income Code: For Section 8 and 202/8 contracts, follow the instructions in either paragraph A or paragraph B below. For all other subsidy types leave this Item blank.

A. HAP CONTRACT EFFECTIVE BEFORE 10/1/81 (checking with Alisa on “LI” code validity for 203A)

1. If the tenant was not very low-income at the time they began to receive Section 8, enter "LI". Enter this code every month for as long as the tenant continuously receives Section 8 at this project. Enter this code even if the tenant becomes very low-income.
2. Otherwise, leave blank.

B. HAP CONTRACTS EFFECTIVE ON OR AFTER 10/1/81

If the HUD-50059 (Item XX) being submitted on this HAP Voucher contains one of the valid Income Exception Codes that begins with an “E”, enter that code. Otherwise, leave blank.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 46

**Turnover Data**:

Follow these instructions ONLY if you are implementing an initial certification or reporting a move-in, move-out, or termination of assistance.

ITEM 14a. Code:

ITEM 14b ( Mo./Day):  
  
IMPORTANT: Report move-ins only after they have actually happened. THIS MEANS THAT SINCE SECTION 8, 202/8, PAC and PRAC ASSISTANCE IS REQUESTED A MONTH IN ADVANCE, TURNOVER DATA FOR MOVE-INS WILL BE REPORTED A MONTH LATER.

|  |  |  |
| --- | --- | --- |
| FOR | ENTER THIS CODE IN 14a | ENTER THIS DATE IN  14b |
| Move-In | I | Date Tenant Moved Into Unit |
| Initial Certification | C | Date tenant began to receive  the type of assistance in Item 5 |
| Termination of Assistance | T | Termination Effective Date |
| Move-Out | O | Date Tenant Moved Out of Unit |

**NOTE:** Refer to the paragraph labeled “Voucher Creation “in the Monthly Activity Transmission (MAT) User’s Guide Appendix H and Chapter 5, Sections 5.26 and 5.27, for information regarding ~~a discussion of~~ when a certification should appear on the voucher. ~~Supposed to be in 203A MAT Guide~~

**Recertification Data:**

ITEM 15a. Effective Date: In Item 15a, enter the Next Recertification Date from the HUD-50059 (Item XX) that is being submitted on the HAP Voucher

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 11

ITEM 15b. First Reminder Notice Date: In Item 15b, enter the date that the First Reminder Notice was sent.

1. Continue to show the date of the First Reminder Notice in Item 15b, until the recertification becomes effective, or assistance is terminated.

2. Do not enter dates follow-up notices were sent.

ITEM 16. Change Code:

A. Fill with one of the Action Codes shown in the chart below **only** if the amount of assistance being requested differs from the amount requested on the previous month’s HAP Voucher.

B. Choose the one Code that is the best indicator of why the amount of assistance being requested has changed.

|  |  |
| --- | --- |
| CODE | ACTION |
| MI | Move In |
| IC | Initial Certification |
| AR | Annual Recertification |
| IR | Interim Recertification |
| UT | Unit Transfer |
| GR | Gross Rent Change |
| TM | Termination/Suspension |

**Tenant Assistance Payment:**

ITEM 17a. Requested: Enter the Assistance Payment amount from the HUD-50059 (Item XX) or the HUD-50059 A (Item XX) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 67

MAT Guide, Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 20

**Note:** For Abated, Vacant, Market, and Rehab units, enter 0. See the MAT Guide: Chapter 7, MAT30: Section 3, (Assistance Payment Detail Record), Field 13

ITEM 17b~~. APPROVED: O/A’s and Service Bureaus should leave this field blank. It is intended for HUD/ CA use only~~  Approved: O/A’s and Service Bureaus should leave this Column blank. It is intended for HUD/CA use only.

ITEM 18. Totals for this page: ~~Enter the total of all entries in Item 17a.~~

Enter the total amount of all Item 8a entries on this page. If multiple pages are required, add up

the amounts entered in Item 17a of each page, then enter the total amount of all pages in Item

10.a of the HUD-52670 (HAP Voucher