Instructions for Form HUD-52670 (Date on Form)

Housing Owner’s Certification and Application for Housing Assistance Payments

GENERAL:

### Prepare a separate HUD-52670 (HAP Voucher) and the applicable HUD-52670-A forms for each subsidy contract when requesting payment for each of the following:

#### Regular Tenant Assistance Payments,

#### Adjustments to Tenant Assistance Payments,

#### Approved special claims for: unpaid rents, damages and other charges, vacancies, and debt service claims,

#### Miscellaneous Accounting Requests,

#### Repayment Agreements and FSS Escrows.

### Request payment of special claims **after** forms HUD-52670-A Part 2, and HUD-52671-A through D, as applicable, are approved by the HUD Field Office or Contract Administrator. More complete instructions on special claims processing and payment are in HUD’s Special Claims Processing Guide.

### Neither HUD nor the Contract Administrator will pay special claims unless the 14-character CA ID(s) are included in the submission.

Examples of CA ID’s:

PBCA: KS800123456789

TCA: OH022123456789

HUD Field Office: 07001123456789

**Note:** Do not submit Special Claims forms HUD-52671-A through D and supporting documentation to HUD or Contract Administrator along with the voucher when requesting payment for unpaid rent, damages and other charges, vacancies, or debt service. THESE FORMS AND DOCUMENTATION ARE REVIEWED AND APPROVED PRIOR TO REQUESTING PAYMENT.

### ~~For more detailed information about specific Items on this form, see the MAT Guide, particularly Chapters 7 and 5, and Appendix H.~~ 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 to the 203A MAT ~~Guide to 203A MAT Guide~~**

**Timing of Billings:**

1. SECTION 8, 202/8, 811 PRA, PAC, PRAC and SPRAC TENANTS:

Submit billing forms (HUD-52670 and HUD-52670-A) by the 10th day of the month before the month for which they are requested.

EXAMPLE: To request assistance for June, owners must submit vouchers by May 10 for Section 8, 202/8, 811 PRA, PAC, PRAC and SPRAC tenants.

B. Refer to Appendix H, HAP Vouchers, and Chapter 5, Sections 5.26 and 5.27 of the MAT Guide concerning the selection of certifications that appear on the voucher.

**Part I. Contract Information**

ITEM 1. 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, MAT30: Section 2 (Assistance Payment Summary Record), Field 4

ITEM 2. 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 3. 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 4. 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

ITEM 5a. Management Agent’s Name:

Enter the Management Agent's company name.

ITEM 5b. EIN (Employer Identification Number):

Enter the Management Agent’s EIN.

Part II. Occupancy and Income Eligibility Information

ITEM 6. General Occupancy Information:

Consider only those units under this subsidy contract when completing ITEMS 6a through 6f.

A. Complete this Item if you are requesting regular tenant assistance payments for Section 8 (excluding Component 1 PH to PBRA RAD), 202/8, 811 PRA, PAC and SPRAC tenants.

For PRAC Contracts, see B. below.

### **Note**: The counts in Items 6a-f are as of the first of the month prior to the voucher month for all subsidy types. Refer to Appendix H and Chapter 5, Sections 5.26 and 5.27 of the MAT Guide concerning the selection of certifications that appear on the voucher.

**Note**: For a group home, where more than one household occupies a physical unit, the sum of Items 6b through 6f may or may not match 6a depending on whether the number of contract units is entered as the number of physical units or as the number of residential spaces.

To avoid this problem, enter the number of residential spaces in 6a but be aware that TRACS may generate an error message saying that 6a does not match the number in HUD’s systems.

#### Item 6a. Total units in contract:

#### Do not include HUD-approved, nonrevenue producing units. Enter the number of residential spaces for a group home.

#### Item 6b. Number of units receiving subsidy under this contract:

#### a. Include tenants who are receiving Section 8, 202/8, 811PRA, PAC and SPRAC assistance and are being billed for a full month on the Schedule of Tenant Assistance Payments Due. Any households whose assistance is $0 should be counted under Item 6e below.

##### b. Do not include tenants whose assistance has been terminated. They should appear in Item 6e below.

#### Item 6c. Number of units abated under this contract:

#### Indicate the number of units in Item 6a for which assistance cannot be paid due to natural disaster or health and safety reasons.

#### Item 6d. Number of units vacant under this contract:

#### Indicate how many units in Item 6a are vacant.

#### Item 6e. Number occupied by market rent tenants:

#### Include tenants being charged market rent.

#### **Note**: For Section 8 Component 1 PH to PBRA RAD: Enter zero (0)

#### Item 6f. Number of units under rehab or suspension:

Indicate how many units in Item 6a are undergoing rehab or are under suspension.

**CHECKPOINT**: Item 6a must equal the sum of 6b + 6c + 6d + 6e + 6f.

B. Section 202 PRAC and Section 811 PRAC Contracts:

#### 1. Item 6a. Total units in contract:

#### Do not include HUD-approved, nonrevenue producing units. Enter the number of residential spaces for a group home.

#### 2. Item 6b. Number of units receiving subsidy under this contract.

#### Include all tenants whether subsidy is positive, negative or zero.

#### 3. Item 6c. Number of abated units under this contract:

#### Enter zero (0)

#### 4. Item 6d. Number of units vacant under this contract:

#### Indicate how many units in Item 6a are vacant.

#### 5. Item 6e. Number occupied by market rent tenants

#### Enter zero (0)

#### Item 6f. Number of units under rehab or suspension:

Indicate how many units in Item 6a are undergoing rehab or are under suspension.

**CHECKPOINT**: 6a must equal the sum of 6b + 6c + 6d + 6e + 6f

For Item 6a through 6f, refer to the MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Fields 7 through 11 and Field 55

ITEM 7. Exceptions to Limitations on Admission of Low-Income Families:

(Only for Sec.8 contracts effective on or after 10/1/81): AND regular tenant assistance payments are being requested

### Project-based exceptions in use:

### Obtain from Column 13 of form HUD-52670-A Part 1, *Schedule of Tenant Assistance Payments Due*, by counting all EP codes.

### Project-based exceptions allocated.

### Enter the number of exceptions the HUD Field Office has:

#### Approved for situations 2 through 6 of HUD Handbook 4350.3, Exhibit 3-1 AND

#### NOT taken back.

### Tenant-based exceptions in use:

### Obtain from Column 13 of form HUD-52670-A Part 1, Schedule of Tenant Assistance Payments Due, by counting all codes that begin with an "E" and end with "T".

### Total exceptions (line b + line c)

### Add Items 7b and 7c.

### Date Field Office last changed allocations for project-based exceptions:

Enter the date (MM/DD/YY) of the last HUD letter that increased or decreased the number of exceptions allocated to this project. If HUD has never given this contract any project-based exceptions, leave blank.

For Parts A through E of Item 7, refer to the MAT Guide: Chapter 7, MAT30 Section 2, (Assistance Payment Summary Record, Fields 12 through 16.

Part III. Breakdown of Assistance Payment Requested

ITEM 8. **Type of Assistance**

ITEM 8a. Regular Tenant Assistance Payments for (mo./yr.):

Enter the month and year for which the assistance is requested.

Use the same Month/Year 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, MAT30: Section 2 (Assistance Payment Summary Record), Field 4

ITEM 9. Number of units in billing:

Enter the number of contract units for which each type of payment is requested.

For Items 8a through all of 8c, see the MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Fields 17, 19 and 21

ITEM 10. Amount requested:

Enter total amounts from forms:

HUD-52670-A Part 1, Schedule of Tenant Assistance Payments Due,

HUD-52670-A Part 3, Adjustments to Schedule of Tenant Assistance Payments Due,

HUD-52670-A Part 4. Miscellaneous Accounting Requests for Schedule of Tenant Assistance Payments Due,

HUD-52670-A, Part 5, Approved Special Claims for Schedule for Tenant Assistance Payments Due (which should match the totals on the approved form HUD-52670-A part 2, Schedule of Special Claims.); and

HUD 52670-A Part 6, Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due.

If an attached HUD-52670-A has more than one page, enter the total of all of its pages in the appropriate sections (10a through 10e) of Column 10.

Add the total of Items 10a through 10e and enter that amount in Item 10f.

MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Fields 18, 20, 22 through 29

| **Type of Assistance** | **Add all amounts in** |
| --- | --- |
| a. Regular Tenant Assistance Payments | Item 17a of HUD-52670-A, Part 1 |
| b. Adjustments to Regular Tenant Assistance Payments | Item 11a of HUD-52670-A, Part 3 |
| c. Special Claims |  |
| i. Unpaid Rent | Item 8a of HUD-52670A, Part 5 |
| ii. Tenant Damages | Item 8a of HUD-52670A, Part 5 |
| iii. Vacancies |  |
| 1) Rent-Up Vacancies | Item 8a of HUD-52670A, Part 5 |
| 2) Regular Vacancies | Item 8a of HUD-52670A, Part 5 |
| iv. Debt Service | Item 8a of HUD-52670A, Part 5 |
| d. Miscellaneous Accounting Requests | Item 10 of HUD-52670-A, Part 4 |
| e. Repayment Agreements & FSS Escrows | Item 21 of HUD-52670-A, Part 6 |
| f. Total Subsidy Authorized Under Instructions in Handbook 4350.3 Rev. 1 | Total of all amounts in Column 10 of this form |

**Note**: A 202 PRAC or 811 PRAC voucher may have a negative or zero value for Item 10f. Such a voucher must still be submitted to HUD. It is possible for other subsidy types to have a negative or zero value in this Item as well and such vouchers must be submitted to HUD or the Contract Administrator.

ITEM 11. Amount Approved.

O/A’s and Service Bureaus should leave this Column blank. It is intended for HUD/CA use only.

Part IV. Distribution of Subsidy Earned

The total amount approved for payment by HUD or the Contract Administrator will be reflected in Item 11f. Monthly assistance payment amounts are electronically transferred to the project account authorized on the owner’s submission of form SF-1199A. Owners wishing to change deposit instructions must send a new form SF-1199A to HUD prior to making the account change.

**Part V. Owner’s Certification**

Printed Name, Date, Title & Phone No. (include area code) & Signature:

Submission Requirements:

The form HUD-52670 including the data on forms HUD-52670A (Part 1 and Parts 3-6) must be electronically submitted to TRACS monthly using a MAT30 record and sub-records to receive payment. Owners who have a Contract Administrator are required to electronically submit the form HUD-52670 in the form of a MAT30 record and sub-records to the Contract Administrator for review and approval. The Contract Administrator will submit the approved MAT30 electronic voucher to HUD for payment and return an electronic copy of that voucher to the owner.

Owner agents are required to keep a signed copy of the HUD-52670, and any HUD-52670-A forms submitted with the HUD-52670, on file for at least 5 years.

MAT Guide: Chapter 5, Section 5.4.1 (Recordkeeping Requirements..)