Dear Executive Director:

The purpose of this email is to advise Public Housing Agencies (PHAs) of a planned Voucher Management System (VMS) release set for March 19, 2021. These changes are being made to streamline the hard edit process for a small number of fields and to allow for the collection of disaster response related data when deemed necessary by the Department. The changes will be visible in the system effective March 22nd but will be retroactive to January 2021.

For PHAs seeking to revise data previously submitted for January and/or February 2021 changes in the system will be available for those months and the revisions to hard edits will be active. If your PHA has completed its February submission prior to the March 19 release, changes will be effective and reflected with the submission of March VMS data beginning April 4, 2021.

Both the Quick Reference Guide and the User's Manual have been updated and are available at the following links. **Please note that the changes to both guides have been updated in green to make them easier to locate.**

- https://www.hud.gov/sites/documents/INSTRUCTIONS.PDF
- https://www.hud.gov/sites/documents/QUICKREFERENCE.PDF

More information on the streamlined hard edit process and the additional disaster response related fields can be found below. If you have any questions about these updates/changes, or require any additional assistance, please contact your Financial Analyst (FA) at the Financial Management Center (FMC).

Hard Edits

Tab 1: No new fields are being added to Tab 1, rather changes are being made to what values can be collected in particular fields on this tab to assist PHAs more accurately report their data.

The field names and an explanation of the updates/changes are as follows:

- Rental Assistance Component 1 (RAD1) UML Field – This field will now accept a "0", even if the PHA reports more than "0" in the RAD1 HAP field. This change will ensure that PHAs can report HAP expenses related to Rehab Assistance Payments when there are no units leased.
- For MTW Agencies Only – The following Special Purpose Voucher (SPV) "After the First of the Month" fields will now accept "0" to assist MTW agencies more accurately report their data. The fields are as follows:
  - MTW – Family Unification 2008/Forward HAP expenses After the First of the Month
  - MTW – Family Unification pre-2008 HAP After the First of the Month
  - MTW – Non-Elderly Disabled 2008/Forward HAP Expenses After the First of the Month
  - MTW – VASH HAP Expenses After the First of the Month
  - MTW – One Year Mainstream HAP After the First of the Month

New Disaster Fields

This section will be replicated in order to allow the user to report up to 4 different disasters within the same month. Where it currently reads Disaster Voucher Program (DVP), it will now read Disaster 1 Reporting. Each field will have a D1 in front of the field names. For example, Disaster Name will become D1_Disaster Name. This will be replicated 4 times, with the Disaster Reporting Heading indicating the number 1-4. For example, Disaster 2 Reporting will show D2_Disaster Name for Disaster Name. The updated Disaster Tab will look like the table below, to include Disaster 1 – Disaster 4.

Tab 4: No new fields are being added to Tab 4, the Disaster UML/HAP field. On this tab, the fields are being duplicated in order to accommodate any future disaster related data that needs to be collected in the VMS. For Example, the tab currently shows the following:

New Disaster Name		
New Disaster Families Assisted (UML)		$
New Disaster Security Deposit		$
New Disaster Security Deposit Returned		$
New Disaster Utility Deposit		$
New Disaster Utility Deposit Returned		$
New Disaster Administrative Expenditures		$
New Disaster Broker Fee		$

Disaster 2

NewDisaster Name-2		
NewDisaster Families Assisted (UML)-2		$
NewDisaster Security Deposit-2		$
NewDisaster Security Deposit Returned-2		$
NewDisaster Utility Deposit-2		$
NewDisaster Utility Deposit Returned-2		$
NewDisaster Administrative Expenditures-2		$
NewDisaster Broker Fee-2		$

Should you have any questions regarding this update, please contact your assigned FMC Financial Analyst.

Sincerely,

Robert Boepple

Director

Financial Management Center