

**Archived:** Tuesday, October 12, 2021 12:25:00 PM

**From:** [Financial Management Center](#)

**Sent:** Tuesday, July 27, 2021 11:10:13 AM

**Subject:** VMS System Update – Emergency Housing Voucher Program and Housing Stability Voucher Program

**Importance:** Normal

**Sensitivity:** None

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Dear Executive Director:

The purpose of this email is to advise Public Housing Agencies (PHAs) of a release that will occur in the Voucher Management System (VMS) on July 30, 2021. These changes are being made to add new fields and an additional tab to collect data for the new Emergency Housing Voucher program and Housing Stability Voucher program and expense data for Shortfall and Adjustment funding. Please note that some of these fields will not be utilized immediately as funding has not yet been awarded. PHAs will be advised of the use of each field when ACCs are sent notifying you of the obligation of a specific type of funding. The updated fields and Tab are identified below and will be visible in the system on August 4, 2021 when the VMS opens for the July 2021 reporting cycle.

**Tab 1: The following field names have been added. A complete definition for each field can be found in the updated VMS User's Manual and Quick Reference Guide:**

- Housing Stability Vouchers
- Housing Stability Vouchers HAP
- Housing Stability Vouchers-Number of new contracts issued but not Under HAP Contract as of the last day of the month
- Adjustment Funding - Per Unit Cost Increase
- Adjustment Funding - Shortfall
- Adjustment Funding Per Unit Cost Increase MS Program
- Adjustment Funding – Shortfall MS Program

**Tab 5: This is a new tab and will collect the Emergency Housing Voucher program data. The following field names have been added to this Tab. A complete definition for each field can be found in the updated VMS User's Manual and Quick Reference Guide.**

- Emergency Housing Vouchers UML
- Emergency Housing Vouchers HAP
- Emergency Housing Vouchers - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the Month
- Emergency Housing Vouchers - HAP Expenses After the First of the Month
- Emergency Housing Vouchers – Admin Fees – Preliminary Fee Expenses
- Emergency Housing Vouchers – Admin Fees – Placement/Issuance Fee Expenses
- Emergency Housing Vouchers – Admin Fees - Ongoing Administrative Expenses
- Emergency Housing Vouchers – Service Fee – Housing Search Assistance Expenses
- Emergency Housing Vouchers – Service Fee – Security/Utility Deposit/Rental Application/Holding Fee Expenses
- Emergency Housing Vouchers – Service Fee - Owner Incentive Expenses
- Emergency Housing Vouchers – Service Fee - Other Eligible Expenses
- Emergency Housing- FSS Escrow Deposits
- Emergency Housing Vouchers - FSS Escrow Forfeitures this Month

- Emergency Housing Vouchers - Fraud Recovery Total Collected this Month
- Emergency Housing Vouchers - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month
- Emergency Housing Vouchers - Restricted Net Position Funds (RNP) as of the Last Day of the
- Emergency Housing Vouchers - Cash/Investment as of the Last Day of the

Both the Quick Reference Guide and the User's Manual will be updated to reflect these additions and will be available as soon as the July 30<sup>th</sup> release has been confirmed. We want to provide you this information now so that you are aware of the pending updates. The FMC will send another email after the release has been confirmed and we will include links to the updated reference documents for your use at that time.

**NOTE:** It is understood that some PHAs may have expense data to report for the month of June for Preliminary Fees, Service Fees and Ongoing Admin Fees. Please be aware that the new EHV fields will not be available for June reporting. Any expenses incurred for the month of June should be reported in the month of July along with any July expense information. The lump sum reporting of expenses is a one-time occurrence and PHAs should report on a monthly basis after the month of July.

Thank you for your cooperation and your continued assistance in ensuring VMS data is timely and accurate. Please contact your FMC Financial Analyst if you have any questions regarding the above or if you have any questions about VMS reporting.

Sincerely

Robert Boepple

Director, HCVP Financial Management Center