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From: [Financial Management Center](#)

Sent: Wednesday, November 25, 2020 8:27:10 AM

Subject: VMS Reporting – CARES Act HAP

Importance: Normal

Sensitivity: None

Attachments:

[VMS Reporting - CARES HAP.docx](#) 

Dear Executive Director:

Please see the attached letter that provides VMS reporting guidance for CARES Act HAP awards. Any questions related to this guidance should be directed to your assigned FMC Financial Analyst.

Sincerely,

Robert H. Boepple

Director

Financial Management Center



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee Street, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

November 25, 2020

Dear Executive Director:

SUBJECT: VMS Reporting – CARES Act HAP Awards

This letter addresses the requirement for reporting HAP expenses paid with CARES Act HAP awards in your monthly Voucher Management System (VMS) submission. In your CARES Act HAP award letter you were advised that “HAP expenses covered by CARES Act HAP awards must be included in the regular HAP expenses fields in VMS so that the expenses are available for the calculation of future HAP monthly disbursements under cash management procedures (PIH Notice 2017-06), and for Housing Choice Voucher (HCV) Program HAP and Mainstream renewal calculations”. The effective date for the HCV and Mainstream CARES Act HAP awards is March 27, 2020; and HAP expenses incurred after the effective date are an eligible use of these funds.

The HAP expenses paid utilizing CARES Act HAP awards must be reported in the VMS field that best describes the tenant for which the HAP expense was incurred. The below list provides additional guidance and examples related to VMS reporting as well as information related to the Restricted Net Position (RNP) field.

All Other Vouchers (AOVs) – HAP expenses that would normally be reported in the AOV field which were paid utilizing CARES Act HAP awards will be reported in the AOV expense field.

Special Purpose Vouchers (SPVs) (MTW PHAs and non-MTW PHAs) – HAP expenses that would normally be reported in any SPV field which were paid utilizing CARES Act HAP awards will be reported in the appropriate SPV field. This includes expenses for VASH, FUP, Tenant Protection, etc.

Moving to Work PHAs (MTWs) – Any non-HAP expenses that are paid utilizing CARES Act HAP awards will be reported in the appropriate non-HAP expense field.

Mainstream (MTW PHAs and non-MTW PHAs) – Mainstream HAP expenses paid utilizing CARES Act HAP awards will be reported in the Mainstream HAP expense field.

RNP– Any unspent CARES Act HAP funds received should not be reported in the RNP field but should be booked as unearned revenue.

It is important that all HAP expenses are correctly reported in VMS to ensure accurate disbursement calculations. In addition, the HAP expenses will be included in the final calendar year HAP reconciliation and will be used for calendar year (CY) 2021 renewal calculations. As we approach the end of the calendar year it is critical that your agency ensure all months in CY 2020 have been reported correctly and you should revise any prior month submissions to include HAP expenses that were eligible to be paid with CARES Act HAP awards, if they have not been previously reported. **The deadline for submitting CY 2020 VMS expenses and leasing is January 22, 2021, which is the final date for submitting December 2020 VMS data or revising prior months data in VMS.**

Guidance discussing VMS reporting for CARES Act Admin Fee funding will be provided under separate cover.

If you have any questions regarding VMS CARES Act HAP reporting, please contact your FMC Financial Analyst.

Sincerely,

Robert H. Boepple  Digitally signed by Robert H Boepple
DN: CN = Robert H Boepple, C = US,
O = Financial Management Center,
OU = Director,
Reason: I am approving this document

Robert H. Boepple
Director
Financial Management Center