



VMS User Manual

Quick Reference

Voucher Management System (VMS)
Release 15.0.0.0

U.S. Department of Housing and Urban Development

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APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS

This document provides information about each of the fields on the Form HUD 52681-B. The information is broken down by the section titles listed on the form.

A few general rules about the data as entered into each Monthly Submission:

- > Each Submission includes data for the specified month only.
- > Enter data for the specified month only.
- > PHA is responsible for ensuring that all information is correct, and that wrong or missing Official HA data is updated in the PIC information system for future data collection use. The fields that are official HA Data and come from PIC are: Name of Authorized HA Official and Official Housing Authority E-mail Address
- > Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).
- > If your PHA has no report for a field, or if the reported value is zero (0), tab through the field and leave it blank; the exceptions are **the following fields which do accept entries of zero:**
 - . Restricted Net Position (RNP)
 - . Unrestricted Net Position (UNP)
 - . Vouchers Leased End of Month
 - . All Voucher HAP Expenses After the First of Month
 - . Vouchers issued but not under HAP contract as of the last day of the month
 - . Cash/Investments as of the last day of the month
 - . Administrative Expenses Non MTW
 - . MTW - HCV Administrative Expenses

In addition, the following fields also accept negatives:

- . Restricted Net Position (RNP)
- . Unrestricted Net Position (UNP)

When identified by the Business Office additional fields can be modified to accept zero's (0) and negative numbers.

- > Vouchers administered on behalf of another PHA under the portability provisions, and for which HAP is reimbursed to your PHA, should not be reported by you as part of your leasing – they will be reported by the PHA that is paying the HAP. These are commonly referred to as “Port-Ins.” Likewise, the HAP expenses associated with these port-in vouchers, which have or will be reimbursed to you by the other PHA, should not be reported as part of your HAP expenses. They will be reported by the PHA that is paying the HAP. There is a separate section in VMS called “Portables Vouchers Administered” with line items for reporting “Portable Units Administered” and “HAP for Portable Units Administered.” These are the fields for reporting those vouchers for which hap is reimbursed to your PHA



- > A voucher under lease must be reported in one and only one main category. Vouchers reported under the sub-categories "New Homeowners This Month" and "Enhanced Vouchers" are also reported under the main categories of "Homeownership" and "Tenant Protection", respectively. "If a leased voucher could appropriately be reported in more than one category, it should be reported in the category that reflects how the participant initially qualified for the voucher. However, if a participant initially qualified under "All Other Vouchers" and later qualified under another category, that participant would be reported under the new category. Example 1: A participant initially qualified for a voucher under "All Other Vouchers" and later entered the Homeownership program. That participant would be reported under Homeownership. Example 2: A participant qualified for a voucher under the VASH or NED program. That participant later ported. The PHA that initially qualified the participant under VASH or NED would report that voucher as VASH or NED rather than Port Vouchers Paid. (Please see VASH definition below under DEFINITIONS for exception if a VASH family no longer needs case management and is moved out of the VASH and onto the PHA's regular voucher program, in accordance with Notice PIH 2011-53. In addition, please add information in the "Comments" field to indicate the number of vouchers reported and corresponding expenses on the VASH, NED, FUP, etc. lines that have ported but are not reported on the Portable Vouchers Paid (Port-Out) line."
- > Effective with the April 2016 submission, RAD Component 1 and 2 vouchers **under lease** should be reported in the appropriate RAD 1 and 2 fields and should no longer be reported in the Tenant Protection field.
- > All HAP expense data is to be reported in the voucher categories as of the first day of the month. HAP expenses are entered under the month for which they are applicable, regardless of the month in which they are actually paid. HAP expenses are only entered after the payment has been made. A separate line item on the Voucher UML and HAP tab, called "Voucher HAP Expenses for New Contracts Effective After the First of the Month" collects HAP costs incurred for new HAP contracts effective after the first of the month. PHAs should include as HAP in the appropriate categories any amounts expended for utility reimbursements. **For RAD and/or VASH, the PHA should report ALL HAP expenses, even the prorated HAP expenses, in the RAD and/or VASH field as appropriate rather than reporting the prorated HAP expenses on the line for "All Voucher HAP Expenses AFTER the First of the Month". HAP expenses incurred after the first of the month for the Mainstream 5 program should NOT be reported in this field but should be reported in the Mainstream 5 field.**
- > Contracts on hold are **not** reported as units leased as of the first day of the month. Contracts on hold are defined as a contract that has been entered into the PHA's system but for which the PHA is awaiting a landlord signature. Units are not reported as under lease until the HAP contract is negotiated. Once the contract is signed, if the monthly submission is completed, the PHA should enter such units as a Prior Month Correction. If not signed within 60 days the HAP contract is void. No HAP may be paid unless the HAP contract has been signed. Abated units are units that are currently under lease but for which the HAP is being withheld for specific reasons such as the unit failing to pass HQS inspection. The PHA **should** enter the UML during the abatement period. The unit **is** under contract. If for some reason the abatement is reversed then the PHA can enter a Prior Month Correction for HAP for those months attributable to the abatement period.



- > 5 Year Mainstream – In VMS, there are specific lines provided for 5 Year Mainstream Units Leased and HAP Expenses only. The 5-Year Mainstream program is separate and distinct from the regular HCV program and these values are not included in the Voucher Leasing and HAP totals reported in any other field. If a value greater than zero (0) was entered in any field under “Voucher Units”, a value greater than zero (0) must be entered in the corresponding “Voucher HAP Expenses” field.
- > Question Mark (?) - For every field containing this symbol, a pop up description of the data entry required for the field, or an explanation of the field will be provided. This field description appears only once for the many occurrences of the (?) Box symbol.
- > Leasing and HAP expense data for each category of voucher are now reported on the same line.
- > Fields that have been grayed out are prefilled by HUD and are not editable. Data used for these fields reflect the current system information, and are automatically updated when changes are made to prior months.
- > The PHA must report UMLs for “Zero HAP” Units. These are units for which the HAP has been calculated to be \$0. The units are to be reported in the same voucher category as they would if the HAP was a positive dollar amount. HCV regulations state that a HAP contract may remain in effect for 180 consecutive days while at zero HAP. Thus in VMS, the PHA must report a UML for the “Zero HAP” unit because a contract is still in effect. After 180 days at \$0 HAP, the HAP contract terminates automatically. Therefore, the PHA would no longer report a UML for that unit. Refer to 24 CFR 982.455 (Automatic Termination of HAP contracts). **EXCEPTION:** Tenants who were in place at the time of a RAD conversion and have \$0 HAP should be reported in the VMS as long as the family is in place. The 180 day limit does not apply to these tenants. Tenants leased after the conversion are limited to the 180 day limit for \$0 HAP as described above.



Form 52681-B Field Name	Definition
Vouchers Under Lease on the First Day of the Month	
Rental Assistance Component 1	Total number of vouchers leased for all RAD Component 1 awards; reporting begins January 1 of the first full calendar year of voucher funding. Effective April, 2016, this information is no longer reported in the Tenant Protection field.
Rental Assistance Component 1 (HAP)	Total HAP expenses incurred for all RAD Component 1 awards. Effective April, 2016, this information is no longer reported in the Tenant Protection field. NOTE: RAD Rehab Assistance and RAD Vacancy payments should be reported in this field. The PHA should report ALL RAD 1 HAP expenses in this field, including the prorated HAP expenses incurred after the first of the month.
Rental Assistance Component 2	Total number of vouchers leased for all RAD Component 2 awards. Effective April, 2016, this information is no longer reported in the Tenant Protection field.
Rental Assistance Component 2 (HAP)	Total HAP expenses incurred for all RAD Component 2 awards. Effective April, 2016, this information is no longer reported in the Tenant Protection field.
Litigation	Total number of vouchers leased from award(s) originally made by HUD in conjunction with a judgment or consent decree.
Litigation HAP	Total HAP expenses incurred for litigation voucher leasing reported in Units section
Homeownership	Total number of vouchers used for homeownership subsidy rather than rental subsidy
Homeownership HAP	Total HAP expenses incurred for Homeownership vouchers reported in Units section
New This Month (Homeownership)	Total number of newly assisted homeowners for the specified month. This number must be included in the Homeownership total and cannot be greater than the number of Homeownership Vouchers reported above. This is a sub-category of Homeownership.
Moving To Work Vouchers	Total number of vouchers leased in the PHA's Moving to Work Program. MTW units leased for NED, FUP, One Year Mainstream and VASH should not be reported in this line item; however, they should be reported in the appropriate field designated for those purposes.



Form 52681-B Field Name	Definition
Moving To Work HAP	Total HAP expenses incurred for Moving to Work vouchers reported in the Moving to Work Unit section. Do not include in this section any expenses for purposes other than rental or homeownership assistance. If Moving to Work voucher funds are used for any purpose OTHER THAN rental or homeownership assistance under the Housing Choice Voucher Program, the PHA should identify those funds in the appropriate MTW field(s) in the MTW Section on TAB 2 or in the MTW Other Expense field on Tab 3. HAP expenses for NED, FUP, One Year Mainstream and VASH should not be reported in this line item; however, they should be reported in the appropriate field designated for those purposes.
One Year Mainstream - MTW (UML)	Total number of vouchers leased this month for all One Year Mainstream awards (MTW PHAs ONLY). These awards are pre-2008
One Year Mainstream - MTW (HAP)	Total HAP expenses incurred for One Year Mainstream-MTW reported in the units sections (MTW PHAs ONLY).
Family Unification - Non MTW	Total number of vouchers leased this month from ANY initial or renewal Family Unification Program increment regardless of when the award was funded. Vouchers are reported in this category as long as they are in use by an eligible participant. (non-MTW PHAs ONLY).
Family Unification - Non MTW (HAP)	Total HAP expenses incurred for Family Unification vouchers reported in the Family Unification Non-MTW units section (non-MTW PHAs ONLY).
Family Unification Pre2008 - MTW	Total number of vouchers leased this month from initial or renewal Family Unification Program increments that were funded from federal fiscal years prior to 2008. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a FUP award under a Notice of Funding Availability prior to 2008 (MTW PHAs ONLY)
Family Unification Pre2008 - MTW (HAP)	Total HAP expenses incurred for Family Unification Pre-2008 – MTW Vouchers reported in the Family Unification Pre2008 units section (MTW PHAs ONLY)
Family Unification 2008/Forward - MTW	Total number of vouchers leased this month from initial or renewal Family Unification Program increments that were funded from federal fiscal years 2008 and forward. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a FUP award under a Notice of Funding Availability in 2008 or forward (MTW PHAs ONLY)



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Family Unification 2008/Forward - MTW (HAP)	Total HAP expenses incurred this month for Family Unification 2008/Forward MTW Vouchers reported in the Family Unification 2008/Forward units section (MTW PHAs ONLY)
Non Elderly Disabled - Non-MTW	Total number of vouchers leased this month from initial or renewal Mainstream 1 or Non-Elderly Disabled program increments (non-MTW PHAs ONLY).
Non Elderly Disabled - Non-MTW (HAP)	Total HAP expenses incurred this month for Mainstream 1 or Non-Elderly Disabled voucher leasing as reported in the Non Elderly Disabled Non-MTW units section (non-MTW PHAs ONLY).
Non Elderly Disabled 2008 Forward - MTW	Total number of voucher leased this month from initial or renewal Non-Elderly Disabled Program increments that were funded from federal fiscal years 2008 and forward. (MTW PHAs ONLY)
Non Elderly Disabled 2008 Forward - MTW (HAP)	Total HAP expenses incurred for vouchers leased this month for Non-Elderly Disabled 2008 - Forward MTW as reported in the Non-Elderly Disabled units section (MTW PHAs ONLY)
Portable Vouchers Paid	Total number of vouchers for which the PHA is being billed by and is remitting HAP costs to another PHA under the portability option. These vouchers are part of the PHA's inventory and are commonly referred to as "Port-Outs".
Portable Vouchers Paid HAP	Total HAP expenses incurred for portability vouchers reported in the Units section. The HAP payments to be reported here are for port-outs for which the PHA is being billed by another PHA.
HOPE VI	Total number of vouchers under lease for households whose vouchers were provided from an award designated for HOPE VI affected participants. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.
HOPE VI HAP	Total HAP expenses incurred for HOPE VI vouchers reported in the Units section.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Tenant Protection	<p>Total number of vouchers under lease for households whose vouchers were initially provided from an award designated for tenant protection purposes and who were affected by a tenant protection action This includes vouchers awarded for relocation from or replacement of a public housing property; vouchers for tenants affected by a termination, opt-out, or prepayment of a multifamily assisted development or a property disposition action; and vouchers provided for the replacement of expired Mod Rehab HAP and SRO contracts. A unit is reported in this category as long as the original voucher holder remains a voucher participant, even after the units are renewed and become part of the PHA's baseline units.</p> <p>NOTE: Effective April, 2016, RAD Component 1 and 2 leasing and expense information is no longer reported in this field. RAD information should be reported in the appropriate RAD 1 and 2 fields.</p>
Tenant Protection HAP	Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.
Enhanced Vouchers	Total number of Tenant Protection vouchers reported above that are in use under the terms for enhanced vouchers. All Enhanced Vouchers are also Tenant Protection but not all Tenant Protection vouchers are enhanced. The number of Enhanced vouchers cannot exceed the number of Tenant Protection
Veterans Affairs Supportive Housing (VASH) Vouchers	Total number of vouchers under lease from initial or renewal funds awarded under the VASH program. Vouchers are reported in this category as long as they are in use by an eligible participant and only if the PHA received a VASH award in 2008 or subsequent federal fiscal years. Vouchers should be reported in this category only if the PHA has received an award under this program in FFY2008 or later. A voucher is reported in this category as long as it is in use be an eligible program participant. In accordance with Notice PIH 2011-53, if a HUD-VASH family no longer requires case management services, and the PHA has the funding and elects to serve the family under its regular HCV program, the PHA will no longer report the family on the VASH lines in the VMS. Instead, this family should now be reported on the All Other Vouchers (AOV) lines.
Veterans Affairs Supportive Housing (VASH) HAP	Total HAP expenses incurred for VASH vouchers reported in the Units section. The PHA should report all VASH HAP expenses in this field, including the prorated HAP expenses incurred after the first of the month.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
DHAP to HCV Vouchers Leased	The field captures the number of families assisted via DHAP to HCV conversion vouchers. These vouchers were awarded in 2009 and are subject to reconciliation. For months in CY 2009, the PHA should report the total number of families that were leased. For months in CY 2010, PHAS are only to report the total number of vouchers from the 2009 DHAP to HCV award where former DHAP families were issued their voucher prior to 1/1/2010, were actively seeking assistance as of 12/31/2009, were initially placed under HAP contract effective on or after January 1, 2010, and are under lease as of the first day of the reporting month. Vouchers leased for participants assisted via DHAP to HCV vouchers prior to 2010 and which are still receiving assistance are not reported in this section. These DHAP to HCV vouchers became regular Housing Choice vouchers on January 1, 2010, and their leasing is reported in the appropriate category above (All Other Vouchers, etc.).
DHAP to HCV Vouchers HAP	Total HAP expenses for DHAP to HCV voucher leasing reported in the units section.
All Other Vouchers	Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.
All Other Vouchers HAP	Total HAP expenses incurred for all other vouchers reported in the units section, for contracts in effect on the first day of the month. Do not include any HAP expenses already reported in ANY other Voucher HAP Expense categories above or for FSS Escrow Deposits below.
MTW - Family Unification 2008/Forward HAP expenses after the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased Family Unification vouchers 2008/forward vouchers. (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded Family Unification vouchers from 2008 forward
MTW - Family Unification pre-2008 HAP After the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased Family Unification Vouchers from pre-2008 awards. (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded Family Unification vouchers prior to 2008.
MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased Non-Elderly Disabled Vouchers 2008/forward vouchers (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded Non-Elderly Disabled vouchers from 2008 forward.
MTW - VASH HAP Expenses after the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased VASH vouchers (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded VASH vouchers.



Form 52681-B Field Name	Definition
MTW - One year Mainstream HAP After the First of the Month	Total amount of HAP expenses incurred after the first of the month for leased One Year Mainstream vouchers (MTW PHAs ONLY). Mandatory field for MTW agencies who have been awarded One Year Mainstream vouchers.
FSS Escrow Deposits	Deposits to FSS participant escrow accounts made for this month
All Voucher HAP Expenses for Contracts Effective After the First of Month	Total amount of HAP expenses incurred for NEW contracts effective after the first of the month for any categories above except RAD, VASH, and Mainstream 5 . If the amount of HAP covers the entire month then it should not be reported in this field. MTW PHAs with After the First of the Month Expenses for FUP Pre-2008/2008 Forward, NED 2008 Forward, VASH and One Year Mainstream should not report those expenses here, but rather they should be reported in the appropriate MTW After the First of the Month field(s) above. This amount is automatically included in the HAP Total below when the system calculates the HAP Total. For RAD and/or VASH, the PHA should report ALL HAP expenses, including the prorated HAP expenses, in the RAD and/or VASH field as appropriate rather than reporting the prorated HAP expenses on the line for "All Voucher HAP Expenses AFTER the First of the Month". HAP expenses incurred after the first of the month for the Mainstream 5 program should NOT be reported in this field but should be reported in the Mainstream 5 field.
Total Vouchers	This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following UML fields: RAD 1 RAD 2 Litigation Homeownership Moving to Work One Year Mainstream MTW Family Unification Non - MTW Family Unification Pre 2008 - MTW Family Unification 2008 Forward - MTW Non-Elderly Disabled – Non MTW Non-Elderly Disabled 2008 Forward – MTW Portable Voucher Paid HOPE VI Tenant Protection Veterans Affairs Supportive Housing (VASH) Vouchers All Other Vouchers



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
HAP Total	<p>This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following HAP fields:</p> <ul style="list-style-type: none"> RAD 1 HAP RAD 2 HAP Litigation HAP Homeownership HAP Moving to Work HAP One Year Mainstream MTW – HAP Family Unification Non MTW - HAP Family Unification Pre-2008 MTW - HAP Family Unification 2008 Forward MTW - HAP Non-Elderly Disabled Non-MTW – HAP Non-Elderly 2008 Forward MTW - HAP Portable Voucher HAP HOPE VI - HAP Tenant Protection HAP All Other Vouchers HAP Veterans Affairs Supportive Housing (VASH) Vouchers HAP All Voucher HAP Expenses for contracts effective After the First of Month MTW Family Unification 2008 Forward HAP Expenses After the First of the Month MTW Family Unification Pre-2008 HAP Expenses 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 Expenses After the First of the Month FSS Escrow Deposits <p>Note that the PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.</p>
Other Voucher Reporting Requirements	
Number of vouchers under Lease (HAP Contract) on the last day of the Month	Total number of vouchers under lease on the “LAST” day of the month for all categories listed in “HAP Total” above. This includes HAP contracts that expired that day. Zero HAP units continue to be reported for up to six months. The HAP contract terminates automatically 180 calendar days after the last HAP payment to the owner.
HA Owned Units Leased - included in the units leased	Total number of HA-owned units that are under lease in the Voucher program for the month; these units should also be included in the appropriate Voucher Units category above.



Form 52681-B Field Name	Definition
Number of vouchers issued but not under housing assistance payments (HAP) contract as of the last day of the month	This figure represents the total cumulative number of new vouchers issued for all categories listed above and not yet under a HAP contract as of the last day of the reporting period. This figure excludes vouchers issued to participants who are currently under a HAP contract in one unit but have been issued a voucher to search for another unit to which they intend to move with continued voucher assistance.
Portable Units Administered	Total number of vouchers for the entire month which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. A household reported in this category is NOT reported as a voucher participant for this HA in any other category. These are commonly referred to as "Port-Ins."
Total HAP for Portable Units Administered	HAP expenses attributable to the Portable Units Administered as reported above. These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.
5-Year Mainstream	The number of 5 Year Mainstream vouchers under lease. Vouchers should only be reported in this category if the PHA has received an award under the 5 year mainstream program, and should be reported in this category for the initial and all renewal terms.
5 Year Mainstream HAP	Total amount of HAP expenses incurred for 5 Year Mainstream vouchers reported in Unit section. The PHA should report ALL MS5 HAP expenses in this field, including the prorated HAP expenses incurred after the first of the month.
Number of PBVs Under AHAP and Not Under HAP	Total number of PBVs under AHAP only. These units are not reported in any other field.
Number of PBVs Under HAP and Leased	Total number of PBVs under HAP contract and leased. These units and associated expenses are also reported in the field that best describes the type of voucher being used (Tenant Protection, AOV, etc.)
Number of PBVs Under HAP and Not Leased	Total number of PBVs that are under a HAP contract and are not leased and are not receiving vacancy payments. These vouchers are not reported in any other field but are eligible for administrative fees. This field should include RAD 1 and RAD 2 units that are under a HAP contract but are not leased and RAD 1 units that are receiving Rehab Assistance Payments (RAP).
Number of PBVs Under HAP and Not Leased with Vacancy Payment and Associated Vacancy HAP Expense	Total number of PBVs that are under a HAP contract and are not leased but are receiving vacancy payments. These vouchers are not reported in any other field but are eligible for administrative fees.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
HAP Expenses Number of PBVs Under HAP and Not Leased with Vacancy Payment and Associated Vacancy HAP Expense	Total HAP expense associated with PBVs under HAP contract and not leased with vacancy payments. These expenses are also reported in the AOV HAP Expense field. NOTE: Vacancy Payments and Rehab Assistance Payments for RAD 1 units should not be reported in this field but should be reported in the RAD 1 HAP Expense field.

TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Memorandum Reporting	
Fraud Recovery – Total Collected this Month	Total dollar amount recouped by the HA as fraud recoveries during the month that is applied to the RNP account. This consists of the lesser of one-half the amount recovered or the total recovery minus the costs incurred by the PHA in the recovery. This amount should NOT be deducted from HAP Expenses as reported for the month in the HAP expenses section. Note: Total dollar amount recouped “is cash collected – not revenue recorded”.
Interest or other income earned this month from the investment of HAP funds and Restricted Net Position	Interest or other income earned this month from the investment of HAP funds and Restricted Net Position. Note: the amount of interest earned from the UNP account should not be reported in this field.
FSS Escrow Forfeitures this month	Total value of FSS escrow accounts forfeited by tenants during the month; forfeitures occur when the tenant violates or fails to complete the FSS contract. This amount should not be deducted from HAP expenses as reported for the month in the HAP Expenses section.
Number of Hard to House Families Leased	Total number of families (current participants and new admissions) with three or more minors or with a disabled family member that moved to a new unit during the month. If entered the reported value must be a positive.
Number of LBP Initial Clearance Tests	The total number of initial lead-based paint clearance tests completed during the month. If entered the reported value must be a positive whole number only.



Form 52681-B Field Name	Definition
Number of LBP Risk Assessments	The total number of lead-based paint risk assessments completed during the month. If entered the reported value must be a positive whole number only.
Portable HAP Costs Billed and Unpaid – 90 Days or older	Amount due to the HA for portable HAP costs billed to another agency at least 90 days prior to the end of the current reporting period and not yet paid by that other agency.
Administrative Expenses	
FSS Coordinator Expense Covered by the FSS Grant	<p>Include on this line item only those expenses covered with unspent FSS administrative fees earned through grants awarded in FY2014 and prior. Allowable expenses paid from unspent prior year grants that may be reported on this line for expenses incurred after December 2015 are: contracting to do FSS data collection/clean-up/analysis, building the capacity of the Program Coordinating Committee, strengthening your agency's outreach strategies, etc. You may also report expenses incurred for salary and benefits only to hire an extra, temporary HCV FSS coordinator to help with our existing FSS caseload or FSS special project. Please note that any funds remaining unspent from CY2014 and prior may not be used to pay the salary and benefits of current FSS coordinators and may not be reported on this line item. Further, any expenses incurred that are paid with funds drawn down from LOCCs should not be included on this line item.</p> <p>Also note that once funds have been exhausted from your FSS grant (FY15 and beyond) any expenses incurred for covering HCV FSS coordinator salary and benefits must be included in the VMS on the regular administrative expenses line item. Do not report these expenses on the line item "FSS Coordinator Expenses Not Covered by Grant".</p>
FSS Coordinator Expenses Not Covered by FSS Grant	This field is no longer active and should not be used to report any FSS data.



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Administrative Expense – Non MTW PHAs ONLY	Total administrative expenses, direct and indirect, incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS/Homeownership Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees (and other special purpose one time fees provided), Preliminary Expenses and Portability Payments due from another Housing Authority. Non-MTW PHAs only report expenses in this field.
Audit	Total amount billed for the PHA's IPA audit, if incurred during this reporting cycle, excluding the accounting service fee. Report this amount only in the month that it occurred
Financial Status – as referenced in PIH Notice 2010-16	



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Unrestricted Net Position (UNP) as of the Last Day of the Month	<p>Note: Regardless of the system (VMS or FASS-PH) in which UNP is being reported, the PHA should report its UNP amount as defined by GAAP – <i>“the difference between the HCV program’s asset and liabilities that do not meet the definition of restricted net assets or invested in capital assets net of related debt.”</i> In essence, HUD is requesting information on net liquid or near liquid resources that can be readily used for the administration of the program, as this definition does not include net assets related to fixed assets (see OPEB liability exception below as related to liquid or near liquid resources).</p> <p>UNP is equal to the cumulative total of Administrative Fee (AF) revenue minus total HCV administrative expenses and any UNP used for housing assistance payments (HAP) or other activities for Section 8 Tenant Based related purposes. UNP (referred to as “Administrative Fee Reserve” in the HCV program regulations) is the amount by which administrative fees paid by HUD for a PHA fiscal year exceeded the PHA administrative expenses for the fiscal year, plus the portion of fraud recovery revenue collected in cash that is returned to the UNP account (see Note 1), any interest earned on AF reserve (see 24 CFR 982.155(a)) and up to \$500 per calendar year in interest and investment income earned on HAP and RNP funds, and the net Port-In reimbursement revenue (in excess of Port-In HAP expenses) received from initial Housing Authorities for unabsorbed Port-Ins. This means that the total AF revenue used to calculate the UNP reported in this field does not include excess AF received during the current PHA FY because excess AF received does not accumulate to the UNP until the end of the PHA’s FY. The excess fees received during the PHA’s current FY will not be reported in the UNP field until the end of the last month of the PHA’s fiscal year. The monthly amount reported is the UNP balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNP account for the months in the current year. PHAs must include in this field their pre-2005 AF balance, formerly referred to as their operating reserve (also known as their AF reserve). PHAs should not report any unexpended FSS Coordinator funds in the UNP field. FSS coordinator funds from grants awarded prior to Federal Fiscal Year 2014 (which were made available to PHA’s beginning in January 2015) can only be spent on FSS coordinator expenses, are not available to support other Section 8 program expenses, and therefore must be recorded in the PHAs financial records as an unearned revenue until spent on FSS coordinator expenses rather than being reported as part of the UNP. FSS coordinator grants awarded in FFY 2014 and future years are treated as a separate program and reported in CFDA 14.896 in FASS. The grant revenue for these awards should not be added to the HCV equity. For guidance on eligible use of AF and UNP funds please reference PIH Notice 2015-17 issued October 6, 2015. This document provides additional information regarding the allowable use of AF earned during the PHA’s current fiscal year and the use of available UNP (depending on the source year) and also provides information regarding VMS reporting.</p> <p>Accrued Pension and Other Post Employment Benefits (OPEB) Exception: Any Accrued Pension and OPEB liability must be included in the UNP balance as reported in the VMS even though this unfunded liability may cause the UNP balance to reflect a ‘false’ negative balance. It is suggested the PHA insert a comment in the ‘comments’ section to reflect the portion of the UNP balance that is attributable to the unfunded pension and OPEB liability provide the actual ‘cash equivalent’ UNP balance (the UNP “should be” balance if the pension and OPEB liability were removed). Reference GASB 74 (which parallels GASB 67 and replaces GASB 68) and GASB 75 (which replaces GASB 45).</p>



<p>Restricted Net Position (RNP) as of the Last Day of the Month</p>	<p>RNP is the amount of Housing Assistance Payments (HAP) Equity for the HCV program. It is equal to the cumulative sum of total HAP revenues received minus the total cumulative HAP expenses for eligible unit months that have been <u>paid</u> and is calculated on a monthly basis. Total HAP expense should include expenses for regular vouchers and for HCV special purpose vouchers including VASH, Non-Elderly Disabled (NED), Family Unification Program (FUP), HOPE VI, One Year Mainstream (MS1), Litigation, RAD Component 1, RAD Component 2, Tenant Protection (TP) and Homeownership, as well as expenses for FSS escrow deposits. Total HAP revenue is defined as total HAP disbursements received during the month including the portion of fraud recovery revenue collected in cash that is returned to the HAP equity (see Note 1) and FSS forfeitures. Excess funds received for the Mainstream 5 program should not be included in this field. Interest income earned on excess HAP and RNP balances should not be included in the RNP. The allowable retention of interest funds should be reported in the PHA's UNP balance as described in greater detail in the UNP field definition. Negative balances must be reported on a monthly basis and carried through the fiscal year-end or calendar year-end, as applicable, until cash revenue is received (from any allowable source) to clear the negative balance. However, if the PHA has a negative balance at the end of the calendar year and no available program reserves to cover the shortage, then the negative amount should not carry over into the subsequent calendar year reporting (see Note 2). This results in the PHA starting January of the following year with a zero balance. Instead, the PHA must transfer HCV UNP or other non-federal funds to the HCV RNP account to cover the negative balance in excess of the HUD-held reserves balance. Please refer to PIH Notice 2013-28 regarding the allowable use of outside sources of funds. The PHA is responsible for operating its program within the amount of funding provided. Negative amounts reported may result in a HUD review and corrective action may be warranted if it is determined the PHA expended any portion of its HAP funding on non-HAP eligible expenses.</p> <p>NOTE 1: Fraud Recovery – PHAs should not include fraud receivable revenue not yet collected in the VMS reporting as those funds are not available for the PHA to use for HAP expenses. The amount of fraud recovery sent to the RNP account is usually 50% of the amount collected, but may be less depending on the PHA's situation. See 24 CFR §792.202 for more on the amounts of fraud recovery a PHA may retain in its UNP and the portion of fraud recovery that must be returned to the HCV Program by inclusion in the RNP balance.</p> <p>NOTE 2: Reporting Negative RNP – Reporting negative RNP balances in the VMS at the end of the PHA's fiscal year end is acceptable. Reporting negative balances in the VMS provides reviewers the most accurate financial status of the PHA and is an indication that an additional disbursement may be needed to support HAP expenses. If the PHA reflects a negative balance at FYE, the PHA should confirm if there are available HUD-HELD Reserves to support the shortage. If so, the PHA should record an Accounts Receivable from HUD for the amount that can be supported. The PHA should transfer UNP to cover the remaining shortage. GAAP reporting requirements direct PHAs to report zero in FASS when their RNP balance is negative at fiscal year-end. This can result in a discrepancy between the two systems although the information is accurate based on current reporting requirements.</p> <p>MTW PHAs are required to track and report unspent HAP funds, transferred to the single account, in the VMS under the RNP. These are HAP funds transferred to the single account minus HAP and non-HAP expenses allowable under their MTW agreements. The tracking and reporting of HCV originated HAP that has been transferred to the single account but remains unspent will facilitate monitoring budget utilization and establishing operating reserves to be protected from offsets and excess reserves that could be subject to Congressional mandated offsets and or/offset for reallocation as described by the 2016 Appropriations Act or future requirements.</p> <p>Note that for unaudited and audited FASS reported financial statements, unspent HAP funds that were transferred to the single account will continue to be reported as unrestricted net position (UNP). This results in a known discrepancy between VMS and FASS reporting but is necessary to ensure accurate tracking and reporting of unspent HAP funds.</p> <p>PHAs/Users should refer to PIH Notice 2015-17 for additional information related to the proper calculation and reporting of RNP balances in the VMS.</p>
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Form 52681-B Field Name	Definition
Cash/Investments as of the last day of the month – Voucher Program only	Cash/Investments as of the last day of the month are the total amount of HAP and AF cash and investments for the HCV program. Amounts reported include all cash and investments as they relate to UNP and RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNP and RNP fields through the month being reported. This total amount must include only those HAP and AF funds (including any interest or revenue derived) received for the HCV program, including interest earned, fraud recovery and Family Self-Sufficiency (FSS) forfeitures. Funds received for an FSS Coordinator and not expensed must not be included. Cash and investments for FSS escrows must not be included, nor should any cash or investments representing other current liabilities to the PHA, such as outstanding checks and “accrued compensated absences – current period” as these funds are already restricted for specific purposes and are not available for use to pay HAP or other administrative costs. MTW PHAs should report their financial information as required in their MTW Agreement.
MTW	
MTW - HCV Administrative Expenses	HCV on administrative expenses incurred by the PHA supported by HAP funds as well as administrative expenses paid from earned fees for traditional HCV units including special purpose vouchers (NED, FUP, MS1), RAD, MTW units, non-MTW units and tenant protection vouchers. MTW PHAs ONLY should report in this field
MTW - Public Housing Rehabilitation	HCVP HAP funds expended by the PHA for capital improvements of existing public housing units, as allowed under public housing program statutes and regulations
MTW - Debt Service Repayment	HCVP HAP funds expended by the PHA for debt service payments. Expenses reported in this field should only be those made in association with a CFFP, OFFP, EPC or other use under Section 30 of the U.S. Housing Act that has been approved by HUD. Any other use of HCVP HAP funds to pay debt service that would require a waiver or Section 30 must be included by the PHA as an approved MTW activity in the MTW plan before the expenditures are eligible and reported



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
MTW - Development Activities	HCVP HAP funds expended by the PHA for the development of new public housing units, new project-based HCV units, or new local non-traditional units. In order to expend HCVP HAP funds for the development of local nontraditional units, the PHA must have an approved MTW activity in the MTW plan describing how the funds will be used.
MTW - Local Housing Program	HCVP HAP funding expended by the PHA for operation of local, non-traditional housing programs. In order to expend HCVP HAP funds for the operation of local, non-traditional housing programs, the PHA must have an approved MTW activity in the MTW plan describing how the funds will be used.

Other - Unspent Funds

Fund Source 1

Unspent Fund Source (HCV, CAP, OP or MTW)-1	This section is for MTW PHA reporting of commitments and obligations that have been made for the future expenditure of currently unspent funds. The PHA reports in this field the source of the unspent funds (HCVP, Operating Fund, Capital Fund, or merged MTW)
Type of Account-1	Type of projected expenditure from the fields provided for actual expenses or another category to be added by the PHA
Activity-1	The specific activity within the category which the PHA is undertaking
Funds Committed-1	The total amount from the Unspent Fund Source that the PHA has committed to the activity. This amount should be changed in subsequent reporting if the level of commitment changes but should not be reduced as the commitment moves to obligation.
Type of Commitment-1	The specific action that commits the funds to the activity.
Date of Commitment-1 (MM/DD/YYYY)	The date of the commitment action.
Funds Obligated-1	The total amount from the commitment that the PHA has obligated to the activity. This amount should be changed in subsequent reporting if the level of obligation changes but should not be reduced as the obligated funds are expended.
Type of Obligation-1	The specific action that obligates the funds to the activity, such as a contract executed with Company ABC.
Date of Obligation-1 (MM/DD/YYYY)	The date of the obligation action.



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Funds Expended from Commitment/Obligation-1	The total of the obligated amount that has been expended on the activity.
Projected Date of Full Expenditure-1 (MM/DD/YYYY)	The date by which the PHA anticipates the funds committed and obligated for this activity will be fully expended.
Fund Source 2 – Same as above	
Fund Source 3 – Same as above	
Fund Source 4 – Same as above	
Fund Source 5 – Same as above	
Fund Source 6 – Same as above	
Fund Source 7 – Same as above	
Fund Source 8 – Same as above	
Fund Source 9 – Same as above	
Fund Source 10 – Same as above	
Fund Source 11 – Same as above	

TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Form 52681-B Field Name	Definition
Expenses	
Expense Amount 1	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 1	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters
Expense Amount 2	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 2	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters
Expense Amount 3	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 3	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters
Expense Amount 4	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.



TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Expense Description 4	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters
Expense Amount 5	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 5	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report. Description field will accommodate up to 255 characters. A message displays when data entered exceed 255 characters
MTW Other Expense Category	
MTW - Other - 1 - PHA to identify the type of expense incurred	HCVP HAP funding expended by the PHA for an activity that does not fit in any other category
MTW - Other - 1 Comments (PHA to identify the type of expenses incurred)	Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable
MTW - Other - 2 - PHA to identify the type of expense incurred	HCVP HAP funding expended by the PHA for an activity that does not fit in any other category
MTW - Other - 2 Comments (PHA to identify the type of expenses incurred)	Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable
MTW - Other - 3 - PHA to identify the type of expense incurred	HCVP HAP funding expended by the PHA for an activity that does not fit in any other category
MTW - Other - 3 Comments (PHA to identify the type of expenses incurred)	Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable
Comments	
Comments	Comment field to allow PHA to explain their data entries or to provide specific information requested by HUD Use this field only to explain the required data or to provide specific information required by HUD. The Comment field will accommodate up to 3900 characters.



TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name	Definition
Disaster Voucher Program (DVP)	
Disaster Name	Specific Name associated with the current disaster
Disaster Families Assisted	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
Disaster Families Assisted (HAP)	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
Disaster Security Deposit	Security Deposit paid during the reporting month for the Disaster Families
Disaster Security Deposit Returned	Amount of security deposit returned for the Disaster Family during the reporting month
Disaster Utility Deposit	Utility Deposit paid during the reporting month for the Disaster Families
Disaster Utility Deposit Returned	Amount of Utility deposit returned for the Disaster Family during the reporting month
Disaster Administrative Expenditures	The amount of Administrative Expenditures incurred for the reporting month
Disaster Broker Fee	The total amount of broker fees paid during the reporting month for Disaster Families



TAB 5 – PHA CONTACT INFORMATION

Form 52681-B Field Name	Definition
PHA Contact Information	
HA Number	Housing Authority identification number (Read only, from PIC Databases)
HA Name	Name of Housing Authority (Read only, from PIC Databases)
HA FYE	Housing Authority Fiscal Year End (Read only, from PIC Databases)
Name of HA Point of Contact (POC)	Name of the person who can answer questions about the Form HUD 52681-B data submission. This field is pre-filled with prior VMS information and is editable. Incorrect information should be corrected.
Point of Contact Phone	Phone number of the PHA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Ext.:	The phone number extension for the HA Point of Contact. This field is prefilled with prior VMS data and is editable. Incorrect information should be corrected.
Point of Contact E-mail Address	E-mail address for the HA Point of Contact. This field is prefilled with VMS information from the prior month and can be edited to reflect any changes.
Name of Authorized HA Official	Name of Authorized HA Official (Usually the Executive Director). Prefilled from the PIC system, and not editable. Read only, from PIC Databases)
Official Housing Authority E-mail Address	Official e-mail address for the PHA. This address serves as the primary e-Mail address for official correspondence between HUD and the PHA, and must be the central e-Mail address for the PHA. This field is prefilled from the PIC system, and not editable. Read only, from PIC Databases)
Program Area Point of Contact - FMC	
FMC Financial Analyst	Name of the FMC Financial Analyst assigned to work with the PHA. This data is pre- filled by HUD
FA E-mail Address	Email address of the FMC Financial Analyst assigned to work with the PHA. This field is a "Mail-To" hotlink for emailing the FA. This data is pre- filled by HUD
FA Phone Number	Identifies the phone number of the FA. This data is pre- filled by HUD.
Ext.:	Phone extension of the FA. This data is pre- filled by HUD
Program Area Point of Contact – Field Office	
Field Office Code	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Field Office Name	Official name of the Field Office, data is pre- filled by HUD
Field Office Point of Contact	PIH Field Office employee assigned to work with and assist the PHA, data is pre- filled by HUD
Field Office POC Email Address	E-mail address for the Field Office Point of Contact. This field is prefilled with VMS information from the prior month and can be edited to reflect any changes.



TAB 5 – PHA CONTACT INFORMATION

Form 52681-B Field Name	Definition
FO POC Phone Number	Phone number assigned to PIH FO POC phone number, data is pre-filled by HUD
Ext.:	Phone extension if any assigned to the PIH FO POC, data is pre-filled by HUD
REAC Technical Assistance Center	
Technical Assistance Center	Phone number for the REAC Technical Assistance Center, data is pre-filled by HUD



TAB 6 – SUBMISSION

Form 52681-B Field Name	Definition
Validation History	
PHA Number	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre- filled by HUD
PHA Name	Official name of the Public Housing Authority, data is pre- filled by HUD
Reporting Month	Reporting month for the submitted data, data is pre- filled by HUD
Error Tab	Specifies the input tab the error is located on, data is pre- filled by HUD
Field Name	Identifies the specific field that failed the Hard Edit, data is pre- filled by HUD
Error Message with Number	Error message indicating what the error is, data is pre- filled by HUD
Submitted By User ID	User information, identifying last user who submitted the monthly submission with the Hard Edit error, data is pre- filled by HUD
Submission date & time	System date and time stamp indicating when the user submitted the monthly submission, data is pre- filled by HUD
Reviewer ID	Identification of the FA who reviewed the Hard Edit, data is pre- filled by HUD
Review Date & time	System date and time stamp indicating when the FA reviewed the Hard Edit error, data is pre- filled by HUD
Submission History	
Current Status	Status indicator for the specific version of the monthly submission, data is pre- filled by HUD
Last Updated By User ID	User information, identifying last user who submitted the monthly submission, data is pre- filled by HUD
Last Updated By Name	User name identifying who the last user was for the submission, data is pre- filled by HUD
Last Updated Date & Time	System date and time stamp indicating when the specific version was submitted. Data is pre- filled by HUD



TAB 7 – EXECUTIVE SUMMARY – CURRENTLY INACTIVE	
Form 52681-B Field Name	Definition
PHA Information	
Selected Month	Reporting Month for the submission period, data is pre- filled by HUD
Selected Year	Reporting Year for the submission period, data is pre- filled by HUD
Selected State	State name, data is pre-filled by HUD
Selected Field Office	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Selected PHA Code	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre- filled by HUD
HUD Calculations	
RNP Beginning Balance from prior year end balance	Restricted Net Position as of the last day of the previous year, data is pre- filled by HUD
Budget Authority from HUDCAPS - CYTD	Amount of BA provided to the PHA through the current month, This data is pre- filled by HUD from HUDCAPS
HAP Expense Reported in VMS CYTD	Amount of housing assistance payments the PHA has input into the VMS system, since the beginning of the calendar year, data is pre-filled by HUD from VMS data fields
Other Revenue Reported in VMS - CYTD	Other income amounts reported by the PHA during the regular monthly submission since the beginning of the calendar year, data is pre- filled by HUD
End of Currant Month Restricted Net Position (RNP)	Calculated field using the RNP Beginning Balance, adding in the BA amount (YTD), subtracting the VMS reported HAP Expenses, and adding in any VMS Reported other income, data is pre-filled by HUD
PHA Reported	
PHA Estimate of Restricted Net Position	This information is provided from Income/Expenses Tab – Financial Status Section – Restricted Net Position (RNP) as of the Last Day of the Month field, data is pre-filled by HUD.
PHA Estimates of Cash on Hand (COH)	This information is provided from the Income/Expenses Tab – Financial Status Section – Cash/Investment as of the Last Day of the Month – Voucher Program Only field, data is pre-filled by HUD.
Utilization	
Utilization Units – (UML) Amount	Utilization unit months leased as reported in VMS, data pre-filed by HUD using VMS data
Utilization Units – (UML) Amount	Utilization units months available as identified HUDCAPS, data pre-filled by HUD using VMS data
Utilization Units – (UML/UMA) Percentage	HUD Calculated percentage by taking the number of UML and dividing it by the number of UMA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD



TAB 7 – EXECUTIVE SUMMARY – CURRENTLY INACTIVE

Form 52681-B Field Name	Definition
Utilization – HAP Amount	Utilization housing assistance payments as reported in VMS, data pre-filed by HUD using VMS data
Utilization – ABA Amount	Utilization Budget authority as reported in HUDCAPS and divided by 12, data pre-filed by HUD using VMS data
Utilization – HAP (HAP / ABA) Percentage	HUD Calculated percentage, taking the HAP and dividing it by the ABA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD
Utilization All funds = HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP cushion) Amount	Calculated: HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP cushion). Expressed as an Amount
Utilization All funds = HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP cushion) Percentage	Calculated: HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP cushion). Expressed as a Percentage
Utilization Units Graph: UMAs vs. UMLs	
Utilization HAP Graph: HAP vs. BA & RNP	

Recap Worksheet – Currently Inactive

Form 52681-B Field Name	Definition
Recap	
RNP Balance as of 1/31/2009	RNP Ending balance provided by HUD for the PHA, data pre-filled by HUD.
ABA Disbursed	CYTD Budget authority that has been provided by HUD to the PHA as identified in HUDCAPS, calculated data pre-filled by HUD.
HAP Expenditures YTD	CYTD Housing Assistance Payments identified by the PHA in VMS, calculated data pre-filled by HUD



Recap Worksheet – Currently Inactive

Form 52681-B Field Name	Definition
Remaining RNP YTD	Calculated field using the RNP balance as of field, adding in the ABA disbursed YTD, and subtracting the HAP Expenditures YTD as reported in VMS, data pre-filled by HUD
CY Eligibility	Calculated field using the Budget Authority provided by HUD for the Calendar Year, data pre-filled by HUD
CY Eligibility Including RNP Offset	Calculated field using the Budget Authority provided by HUD plus the RNP Ending balance, data pre-filled by HUD
Remaining CY Eligibility	Calculated field uses the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, data pre-filled by HUD
Remaining CY Eligibility Including RNP Offset	Calculated field uses the RNP Ending Balance adds in the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, , data pre-filled by HUD
CY Months Remaining	Number of months remaining in the calendar year based on the reporting month, data pre-filled by HUD
CY Months Remaining Including RNP Offset	Calculated field uses the Budget Authority provided by HUD and subtracts the HAP payments identified in VMS, data pre-filled by HUD
Monthly CY Eligibility Remaining	Calculated field using the Remaining CY Eligibility amount and divides it by the CY Month remaining, data pre-filled by HUD
Monthly CY Eligibility Remaining Including RNP Offset	Calculated field using the Remaining CY Eligibility including RNP offset amount and divides it by the CY Month remaining, data pre-filled by HUD
Unit Months Available CY	Calculated field using HUDCAPS data to determine Unit Months Available for CY, data pre-filled by HUD
Unit Months Leased CY	CYTD summation of the vouchers leased during the months by the PHA, data pre-filled by HUD using current VMS data
Unit Months Remaining CY	Calculation that determines the number of UMLs left for the remainder of the year, subtract the UML running total from the CY UMA, data is pre-filled by HUD
Monthly Units Months Available Remaining CY	Calculated field to indicate the number of unit months available per month for the remainder of the year, calculated data pre-filled by HUD.
Unit Months Funding Would Support	Calculated value to determine how many unit months the funding would support, Remaining CY Eligibility divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD



Recap Worksheet – Currently Inactive	
Form 52681-B Field Name	Definition
Unit Months Funding Would Support, including RNP Offset	Calculated value to determine how many unit months the funding would support, (Remaining CY Eligibility plus RNP offset) divided by the (sum(HAP)/sum(UML)), data pre-filled by HUD
Monthly Units Funding Would Support	Calculated value to determine how many months the remaining funding would support, Unit Months Funding/CY Months Remaining, data pre-filled by HUD
Monthly Units Funding Would Support, including RNP Offset	Calculated value to determine how many months the remaining funding would support, Unit Months Funding w/RNP offset/CY Months Remaining, data pre-filled by HUD
Minimum of Available or Supportable	Lesser of the Unit Months Remaining CY or Unit Months Funding would support, data pre-filled by HUD
Minimum of Available or Supportable, including RNP Offset	Minimum of the (Unit Months Remaining CY with RNP offset) or (Unit Months Funding with RNP offset) would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly	Minimum of the Monthly Unit Months Available or Monthly Units Funding would support, data pre-filled by HUD
Minimum of Available or Supportable Monthly, including RNP Offset	Minimum of the (Monthly Unit Months Available w RNP offset) or (Monthly Units Funding would support w RNP offset), data pre-filled by HUD

Projection Worksheet – Currently Inactive	
Form 52681-B Field Name	Definition
Utilization Chart	
Month	Reporting Month, prefilled by HUD
UMA	Unit Months Available per HUDCAPS for the reporting month, prefilled by HUD



Projection Worksheet – Currently Inactive	
Form 52681-B Field Name	Definition
UML	Unit Months Leased as reported by the PHA for the specified reporting month.
Leasing Percentage	Calculation of Unit Months Leased divided by Unit Months Available, prefilled by HUD
Annual Budget Authority (ABA)	The amount of budget authority provided by HUD for the reporting month, prefilled by HUD
Housing Assistance Payment	The monthly leasing amount as reported by the PHA for the specified month.
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted RNP monthly amount, prefilled by HUD
Per Unit Cost	The Per Unit Cost amount is calculated by using the Housing Assistance Payment monthly amount and dividing it by the Unit Month Leased, prefilled by HUD
YTD UMA	Summation of the monthly UMA amount, prefilled by HUD
YTD UML	Summation of the monthly UML amount, prefilled by HUD
YTD Leasing Percentage	Calculated value of the YTD UML divided by the YTD UMA, prefilled by HUD
YTD ABA	Summation of the Monthly ABA amount, prefilled by HUD
YTD HAP	Summation of the Monthly HAP amount, prefilled by HUD
YTD BA Utilization Percentage	Calculated value of the YTD HAP divided by the YTD ABA, prefilled by HUD
YTD PUC	Calculated value based on the YTD HAP divided by the YTD UML amounts, prefilled by HUD
PHA Projection Variables	
RNP budgeted for expenditure	RNP budget for expenditure entered by the PHA for “what if” calculations (0.00 – 100,000,000 – no commas)
Annual Attrition Rate	Rate of attrition entered by the PHA for “what if” calculations (0.00 – 1.00)
Success Rate	Percentage amount of the PHA success rate for leasing units (0.00 – 1.00)
Average Month from issued to HAP effective Date	Number of months between voucher issued and the HAP lease date (0-12)
PUC Monthly Percentage Adjustment	Percentage rate used to adjust the Monthly PUC for inflation (0.00 – 1.00)
Un-contracted Vouchers on the Street	Number of vouchers issued and not under HAP contract (0 – 10,000 – no commas)
Projection Amounts	



Projection Worksheet – Currently Inactive	
Form 52681-B Field Name	Definition
Annual Projection with attrition only – UMA	Summation of the YTD UMA monthly amounts
Annual Projection with attrition only – UML with attrition no issuance	Summation of the YTD UML with attrition not issuance monthly amount
Annual Projection with attrition only – Leasing % (w/o leasing from yet to be leased issuances)	Percentage calculation of the YTD UML with attrition not issuance divided by the YTD UMA amount
Annual Projection with attrition only – ABA plus Budget RNP	Summation of the YTD monthly ABA plus Budgeted RNP
Annual Projection with attrition only – HAP	Summation of the YTD monthly HAP costs
Annual Projection with attrition only – Spending as % of BA plus RNP	Percentage calculation of the YTD HAP costs divided by the YTD ABA + Budget RNP amount
Annual Projection with attrition only – PUC	Summation of the YTD PUC costs
Annual Projection with attrition only – Attrition Projected	Calculated amount based on the ((YTD PUC * annual attrition rate * 0.08333)*-1)
Plus UMLs and HAP from not yet leased issuances – UML w/attrition not issuance	Calculated value calculating the (un-contracted vouchers on the street * Success Rate) * number of months greater than 0 minus the average months from issuance to hap effective date
Plus UMLs and HAP from not yet leased issuances – HAP	Calculation of the Plus UML & HAP from not yet leased issuance (UML w/attrition not issuance) time the YTD PUC value.
Year End Projection – UMA	Summation of the UMA monthly values



Projection Worksheet – Currently Inactive	
Form 52681-B Field Name	Definition
Year End Projection – UML with attrition no issuance	Summation of the UML w/attrition not issuance plus the Plus UMLs and HAP from not yet leased issuances
Year End Projection – Leasing % (w/o leasing from yet to be leased issuances)	Calculation of the (UML + plus UML and HAP from not yet leased issuances-UML w/attrition not issuance) divided by the UMA
Year End Projection – ABA plus Budget RNP	YTD calculation of the ABA and the Budget RNP
Year End Projection – HAP	YTD HAP amount plus the plus UMLs and HAP from not yet leased issuances
Year End Projection – Spending as % of BA plus RNP	Calculation of HAP divided by ABA plus budgeted RNP

Utilization Graph- Currently Inactive	
Form 52681-B Field Name	Definition
Utilization chart	
Month	Reporting Month, prefilled by HUD
UMA	Unit Months Available per HUDCAPS for the reporting month, prefilled by HUD
UML	Unit Months Leased as reported by the PHA for the specified reporting month.
Leasing Percentage	Calculation of Unit Months Leased divided by Unit Months Available, prefilled by HUD
Annual Budget Authority (ABA)	The amount of budget authority provided by HUD for the reporting month, prefilled by HUD
Housing Assistance Payment	The monthly leasing amount as reported by the PHA for the specified month.
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted RNP monthly amount, prefilled by HUD



Per Unit Cost	The Per Unit Cost amount is calculated by using the Housing Assistance Payment monthly amount and dividing it by the Unit Month Leased, prefilled by HUD
YTD UMA	Summation of the monthly UMA amount, prefilled by HUD
YTD UML	Summation of the monthly UML amount, prefilled by HUD
YTD Leasing Percentage	Calculated value of the YTD UML divided by the YTD UMA, prefilled by HUD
YTD ABA	Summation of the Monthly ABA amount, prefilled by HUD
YTD HAP	Summation of the Monthly HAP amount, prefilled by HUD
YTD BA Utilization Percentage	Calculated value of the YTD HAP divided by the YTD ABA, prefilled by HUD
YTD PUC	Calculated value based on the YTD HAP divided by the YTD UML amounts, prefilled by HUD



Prior Month Corrections	
Form 52681-B Field Name	Definition
PMC Data Entry Screen	
PHA Number	Housing Authority identification number of the PHA being corrected (Read only, from PIC Database)
PHA Name	Name of Housing Authority of the PHA being corrected (Read only, from PIC Databases)
Reporting Period	Month and Year of the Submission being corrected, selected from drop-down lists
Tab Selection	Identifies the Tab where the corrected field is located. Selected from drop-down list
Field Selection	Field being modified by the adjustment. Selected from drop-down list.
New Adjusted Value-1st	The value in the field after the adjustment /correction is made. The System places the Old Value-1st in this field initially. The field is then modified by the adjuster, if appropriate. This field is used when only one field is being adjusted by the PMC. If both UML and HAP are displayed for adjustment in the PMC, this field will contain the UML field
Old Value - 1st	Value of the field prior to modification. Generated by the system
Difference between New and Old values - 1st	The calculated difference between the New Adjusted Value-1st and the Old Value-1st. Can be a positive or negative amount. Generated by the system
New Adjusted Value-2nd	The value in the field after the adjustment /correction is made. The System places the Old Value-2nd in this field initially. The field is then modified by the adjuster, if appropriate. This field is only used for HAP fields when both UML and HAP are displayed for adjustment.
Old Value-2nd	Value of the field prior to modification. Generated by the system
Difference between New and Old values - 2nd	The calculated difference between the New Adjusted Value-2nd and the Old Value-2nd. Can be a positive or negative amount. Generated by the system
Adjuster Comment	Comment entered into the system by the adjuster to further explain the adjustment.
Hard Edit Errors and PMC Approval / Disapproval Screen	
HE Error Number-1st	Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1 st field.
HE Error Message -1st	Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1 st field.
HE Error Reason for Adjustment-1st	Reason why the Adjusted field should bypass the Hard Edit Error – Selected from list of most likely reasons. Refers to Adjusted Value-1 st field.
HE Error Comment-1st	If “Other” Reason for Adjustment was selected, This field should further explain why this should bypass the Hard Edit error. Refers to Adjusted Value-1 st field.
HE Error Number-2nd	Hard Edit Error number indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-2nd field.



Prior Month Corrections	
Form 52681-B Field Name	Definition
HE Error Message - 2nd	Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-2nd field.
HE Error Reason for Adjustment- 2nd	Reason why the Adjusted field should bypass the Hard Edit Error – Selected from list of standard reasons. Refers to Adjusted Value-2nd field.
HE Error Comment-2nd	If “Other” Reason for Adjustment was selected, This field should further explain why this should bypass the Hard Edit error. Refers to Adjusted Value-2nd field.
PMC Submission date & time	System date and time stamp indicating when the user submitted the PMC. Data is pre- filled by HUD
FA Action	Approve or Disapprove buttons to be selected by FA reviewer
FA Comment	Text field where reviewer can explain reason for approval / disapproval
PMC List of Pending Corrections	
Financial Analyst	Name of the Financial Analyst who Approved/Disapproved the Pending PMC
Division	Name of the Administrative Division where the FA reports. The Divisions are: East, North, South, West, and Operations
Rec. #	On a PMC listing, a sequential number, starting with 1, numbering the line item within the context of the listing. Not retained past the display of the listing. The purpose is to make it easier to reference an item within the listing.
PMC Record ID	Unique ID of the PMC record, composed of PHA Number, Submission Reporting Period (Month, Year), and Date and Time the PMC was submitted.
Current Status	The current status of the PMC Correction. Values can be: Pending (PMP), Approved (PMA), Disapproved (PMD), and Completed (PMS).



APPENDIX B: HARD EDIT ERROR MESSAGES

Error HE001	PHA has not reported Moving to Work leasing, while the PHA does have a Moving to Work program.
Error HE002	PHA has reported Moving to Work leasing, but PHA does not have a Moving to Work program.
Error HE003	PHA has not reported tenant protection leasing, while the PHA has received one or more awards of tenant protection units.
Error HE004	PHA has reported tenant protection leasing, but PHA has not received an award of tenant protection units.
Error HE005	PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.
Error HE006	PHA has not reported VASH leasing, while the PHA does have a VASH award for 2008 or later.
Error HE007	PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.
Error HE008	Voucher utilization is not within the standard range. PHA should review the UMLs entered for each category to ensure accuracy.
Error HE009	The change in Voucher utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the UMLs entered for each category to ensure they are accurate.
Error HE010	PHA has not reported 5 Year Mainstream leasing, while the PHA does have a 5 Year Mainstream program.
Error HE011	PHA has reported 5 Year Mainstream leasing, but PHA does not have a 5 Year Mainstream program.
Error HE012	PHA has not reported Moving to Work HAP costs, while the PHA does have a Moving to Work program.
Error HE013	PHA has reported Moving to Work HAP costs, but PHA does not have a Moving to Work program.
Error HE014	PHA has not reported Family Unification HAP costs, while the PHA does have a Family Unification program.
Error HE015	PHA has reported Family Unification HAP costs, but PHA does not have a Family Unification program.
Error HE016	PHA has not reported Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.
Error HE017	PHA has reported Tenant Protection HAP costs, but the PHA has not received an award of Tenant Protection units.
Error HE018	PHA has not reported VASH HAP costs, while the PHA does have a VASH award for 2008 or later.
Error HE019	PHA has reported VASH HAP costs, but the PHA has not received an award of VASH units in FFY 2008 or later.
Error HE020	Budget Authority utilization is not within the standard range. PHA should review the HAP costs entered for each category to ensure they are accurate.
Error HE021	The change in Budget Authority utilization from the prior periods in the last 12 months is not within the standard range. PHA should review the HAP costs entered for each category to ensure accuracy.
Error HE022	PHA has not reported 5 Year Mainstream HAP costs, while the PHA does have a 5 Year Mainstream program.



Error HE023	PHA has reported 5 Year Mainstream HAP costs, but PHA does not have a 5 Year Mainstream program.
Error HE024	Budget Authority utilization is not within the standard range. PHA should review the 5 Year Mainstream HAP costs entered to ensure they are accurate
Error HE025	Mid-month HAP costs are not within the standard range. PHA should review the mid-month HAP costs to ensure accuracy.
Error HE026	PHA has an active FSS program but has not reported FSS costs
Error HE027	PHA has no active FSS program, but has reported FSS costs.
Error HE030	PHA has not reported DHAP to HCV Vouchers Leased, while the PHA does have a DHAP to HCV program.
Error HE031	PHA has reported DHAP to HCV Vouchers Leased, but PHA does not have a DHAP to HCV program.
Error HE032	PHA has not reported DHAP to HCV Voucher HAP costs, while the PHA does have a DHAP to HCV program.
Error HE033	PHA has reported DHAP to HCV Voucher HAP costs, but PHA does not have a DHAP to HCV program.
Error HE038	This edit ensures that PHA reports UMLs in Tenant Protection field if the PHA is part of Tenant Protection program. The PHA belongs to Tenant protection program if the reported period is later than the start date uploaded to the system.
Error HE039	This edit ensures that PHA does not report UMLs in Tenant Protection field if the PHA is not part of Tenant Protection program. The PHA belongs to Tenant Protection program if the reported period is later than the start date uploaded to the system.
Error HE040	This edit ensures that PHA reported HAP in the Tenant Protection field if the PHA is part of the Tenant Protection program. The PHA belongs to the program if reported period is later than the start date uploaded to the system under T1 program.
Error HE041	This edit ensures that PHA does not report HAP costs in Tenant Protection field if the PHA is not part of Tenant Protection program. The PHA belongs to the Tenant Protection program if reported period is later than the start date uploaded to the system.
Error HE087	PHA has not reported RAD leasing while the PHA has received one or more RAD component 1 awards.
Error HE088	PHA has reported RAD component 1 leasing, while the PHA has not received a RAD Component 1 award.
Error HE089	PHA has not reported RAD Component 1 costs while the PHA does have one or more RAD component 1 awards.
Error HE090	PHA has reported RAD Component 1 costs while the PHA does not have one or more RAD Component 1 awards
Error HE091	PHA has not reported RAD leasing while the PHA has received one or more RAD component 2 awards
Error HE092	PHA has reported RAD Component 1 costs while the PHA does not have one or more RAD Component 1 awards
Error HE093	PHA has not reported RAD Component 2 costs while the PHA does have one or more RAD component 2 awards
Error HE094	PHA has reported RAD Component 2 costs while the PHA does not have one or more RAD Component 2 awards
Error HE095	PHA has not reported 1 year mainstream MTW leasing, but PHA does have a 1 year mainstream MTW program



Error HE096	PHA has reported 1 yr mainstream MTW leasing but PHA does not have a 1 yr mainstream MTW program or the PHA is not an MTW Agency
Error HE098	PHA has not reported 1 yr mainstream MTW HAP costs, but PHA does have a 1 yr mainstream MTW program
Error HE099	PHA has reported 1 yr mainstream MTW HAP costs but PHA does not have a 1 yr mainstream MTW program or the PHA is not an MTW Agency
Error HE101	PHA has not reported Family Unification (Non-MTW) leasing, but PHA does have a Family Unification (Non-MTW) program
Error HE102	PHA has reported Family Unification (Non-MTW) leasing but PHA does not have a Family Unification (Non-MTW) program or the PHA is an MTW Agency.
Error HE104	PHA has not reported Family Unification (Non-MTW) HAP costs, but PHA does have a Family Unification (Non-MTW) program
Error HE105	PHA has reported Family Unification (Non-MTW) HAP costs but PHA does not have a Family Unification (Non-MTW) program or the PHA is an MTW Agency.
Error HE107	PHA has not reported Family Unification Pre 2008 (MTW) leasing, but PHA does have a Family Unification Pre 2008 (MTW) program
Error HE110	PHA has reported Family Unification Pre 2008 (MTW) leasing but PHA does not have a Family Unification Pre 2008 (MTW) program or the PHA is not an MTW agency.
Error HE112	PHA has not reported Family Unification Pre 2008 (MTW) HAP Costs, but PHA does have a Family Unification Pre 2008 (MTW) program
Error HE113	PHA has reported Family Unification Pre 2008 (MTW) HAP costs but PHA does not have a Family Unification Pre 2008 (MTW) program or the PHA is not an MTW agency
Error HE115	PHA has not reported Family Unification 2008/Forward (MTW) leasing, but PHA does have a Family Unification 2008/Forward (MTW) program
Error HE116	PHA has reported Family Unification 2008/Forward (MTW) leasing but PHA does not have a Family Unification 2008/Forward (MTW) program or the PHA is not an MTW agency.
Error HE118	PHA has not reported Family Unification 2008/Forward (MTW) HAP costs, but PHA does have a Family Unification 2008/Forward (MTW) program
Error HE119	PHA has reported Family Unification 2008/Forward (MTW) HAP costs but PHA does not have a Family Unification 2008/Forward (MTW) program or the PHA is not an MTW agency.
Error HE121	PHA has not reported Non Elderly Disabled (Non-MTW) leasing, but PHA does have a Non Elderly Disabled (Non-MTW) program
Error HE122	PHA has reported Non Elderly Disabled (Non-MTW) leasing but PHA does not have a Non Elderly Disabled (Non-MTW) program or the PHA is an MTW agency
Error HE124	PHA has not reported Non Elderly Disabled (Non-MTW) HAP Costs, but PHA does have a Non Elderly Disabled (Non-MTW) program
Error HE125	PHA has reported Non Elderly Disabled (Non-MTW) HAP Costs but PHA does not have a Non Elderly Disabled (Non-MTW) program or the PHA is and MTW agency.
Error HE127	PHA has not reported Non Elderly Disabled 2008/Forward (MTW) leasing, but PHA does have a Family Unification 2008/Forward (MTW) program
Error HE128	PHA has reported Family Unification 2008/Forward (MTW) leasing but PHA does not have Non Elderly Disabled 2008/Forward (MTW) program or the PHA is not an MTW agency



Error HE130	PHA has not reported Non Elderly Disabled 2008/Forward (MTW) HAP Costs, but PHA does have a Family Unification 2008/Forward (MTW) program
Error HE131	PHA has reported Family Unification 2008/Forward (MTW) HAP Costs but PHA does not have anon Elderly Disabled 2008/Forward (MTW) program or the PHA is not an MTW agency
Error HE133	PHA has not reported Family Unification 2008/Forward (MTW) HAP Expenses after the First of the Month, but PHA does have a Family Unification 2008/Forward (MTW) program
Error HE134	PHA has reported Family Unification 2008/Forward (MTW) HAP Expenses after the First of the Month but PHA does not have a Family Unification 2008/Forward (MTW) program or the PHA is not an MTW agency
Error HE136	PHA has not reported Non Elderly Disabled 2008/Forward (MTW) HAP Expenses after the first of the Month, but PHA does have a Non Elderly Disabled 2008/Forward (MTW) program
Error HE137	PHA has reported Non Elderly Disabled 2008/Forward (MTW) HAP Expenses After the First of the Month but PHA does not have Non Elderly Disabled 2008/Forward (MTW) program or the agency is not an MTW Agency
Error HE139	PHA has not reported VASH HAP Expenses After the First of the Month, but PHA does not have a VASH program
Error HE140	PHA has reported VASH HAP Expenses After the First of the Month but PHA does not have a VASH program
Error HE142	PHA has not reported 1 yr mainstream MTW HAP Expenses After the First of the Month, but PHA does have a 1 yr mainstream MTW program
Error HE143	PHA has reported 1 yr mainstream MTW HAP Expenses after the First of the Month but PHA does not have a 1 yr mainstream MTW program or the PHA is not an MTW agency
Error HE145	PHA has not reported Family Unification Pre 2008 (MTW) HAP Expenses After the First of the Month, but PHA does have a Family Unification Pre 2008 (MTW) program
Error HE146	PHA has reported Family Unification Pre 2008 (MTW) HAP Expenses but PHA does not have a Family Unification Pre 2008 (MTW) program or the Agency is not an MTW agency



APPENDIX C: USER ACCESS LEVELS

Role Code	Role Description	Action Description	User Access
FMG (Internal User)	Manager – Financial Management Center	<ol style="list-style-type: none"> 1. Ability to read existing voucher data for PHAs they manage. 2. Ability to update or add new data to pending submissions for PHAs they manage. 3. Ability to submit HUD Form 52681-B data. 4. Ability to administer tasks. 5. Ability to create/edit versions of HUD Form 52681-B. 6. Ability to create, save, and submit data. 7. Ability to approve or disapprove a Pending Submissions that has been submitted by a PHA. 8. Ability to make corrections to Prior Month Submissions 	<ol style="list-style-type: none"> 1. Manage PHA Data -Enter PHA Data -Review and Approve Pending Submissions 2. Prior Month Correction -Data Input - Review and Approve Pending Prior Month Corrections 3. Administer VMS 4. Generate reports
HUE (Internal User)	Read Only Access	<ol style="list-style-type: none"> 1. Ability to read submitted data. 2. Ability to generate reports 	<ol style="list-style-type: none"> 1. Manage PHA Data -View PHA Data 2. Generate reports
UDE (External User)	Utilization and Expense Data Submitter	<ol style="list-style-type: none"> 1. Ability to read existing data for assigned PHAs. 2. Ability to update or add new data to a pending submission for a specific PHA. 3. Ability to submit HUD Form 52681-B data. 4. Ability to create, save and submit data. 5. Ability to make corrections to Prior Month Submissions 	<ol style="list-style-type: none"> 1. Manage PHA Data -Enter PHA Data 2. Prior Month Correction -Data Input 3. Generate DCR Report
HUR (Internal User)	Financial Analyst User	<ol style="list-style-type: none"> 1. Ability to approve or disapprove a Pending Submissions submitted by a PHA. 2. Ability to read submitted data for PHAs. 3. Ability to approve or disapprove corrections made on Prior Month Submissions 	<ol style="list-style-type: none"> 1. Manage PHA Data -View PHA Data 2. -Review and Approve Pending Submissions 3. Prior Month Correction - Review and Approve Pending Prior Month Corrections 4. Generate Reports

User Role and Action Codes

NOTE: Although the User Roles delineated above maintain fairly exclusive abilities and responsibilities, it is possible for an individual to be given roles that seem to combine those of the UDE and HUE together. This type of assignment is solely under the jurisdiction of the Administrator, or FMG. Refer to the Table of Contents for link definitions.