



VMS User Manual

Quick Reference

Voucher Management System (VMS)
Release 17.0.0.0

U.S. Department of Housing and Urban Development

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Table of Contents

APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS	1
APPENDIX B: HARD EDIT ERROR MESSAGES	36
APPENDIX C: USER ACCESS LEVELS	42



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)
 - EHVP Restricted Net Position (RNP)
 - EHVP Unrestricted Net Position (UNP)
 - Vouchers Leased End of Month
 - All Voucher HAP Expenses After the First of Month
 - EHVP 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
 - RAD 1 UML
 - 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

In addition, the following fields also accept negatives:

- Restricted Net Position (RNP)
- Unrestricted Net Position (UNP)
- EVHP Restricted Net Position (RNP)
- EVHP 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. These costs are not reported elsewhere. PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements. For RAD 1 and/or VASH, the PHA should report ALL HAP expenses, even the prorated HAP expenses, in the RAD 1 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. "Note, RAD 2 HAP expenses incurred after the first of the month SHOULD be reported in this 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. Failure by the PHA to report the abated UML will skew the leasing and per unit costs for this agency.

> 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.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name

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. Total HAP includes HAP expenses incurred after the 1st of the month. 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 number of vouchers Leased 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.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name

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 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 Vouchers reported in the Family Unification Pre2008 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 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).

Family Unification 2008/Forward - MTW (HAP): Total HAP expenses incurred this month for Family Unification 2008/Forward Vouchers reported in the Family Unification 2008/Forward section (MTW PHAs ONLY).



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name

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 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 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 as reported in the Non-Elderly Disabled 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.

Tenant Protection: 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.

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.

Tenant Protection HAP: Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name

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 reported above.

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 by 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.

Housing Stability Vouchers: Total number of Housing Stability Vouchers under lease from initial or renewal funds awarded. Vouchers should be reported in this category only if the PHA has received vouchers in this program. A voucher should be reported in this category as long as it is used for an eligible program participant.

Housing Stability Vouchers HAP: HAP expenses incurred for the Housing Stability Vouchers reported in the units section.

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.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name

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.

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 1, 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 1 and/or VASH, the PHA should report ALL HAP expenses, including the prorated HAP expenses, in the RAD 1 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. "Note: RAD 2 HAP expenses incurred after the first of the month SHOULD be reported in this 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
- Housing Stability Vouchers
- All Other Vouchers

HAP Total: This is a calculated field and does not accept data entry from the user. It contains monthly totals of the following HAP fields:

- 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
- Housing Stability Vouchers 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



TAB 1 – VOUCHER UML AND HAP

- MTW One Year Mainstream HAP Expenses After the First of the Month
- FSS Escrow Deposits

Note that the PHA should include as HAP in the appropriate categories any amounts expended for utility reimbursements.

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; including RAD units that are PHA-owned. These units should also be included in the appropriate Voucher Units category above.

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.

Housing Stability Vouchers - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the Month: Total number of vouchers under lease on the last day of the month for Housing Stability Vouchers only. This includes HAP contracts that expired that day. Zero HAP units continue to be reported for up to six months. The HAP contract automatically terminates 180 calendar days after the last HAP payment to the owner. These units should not be reported in any other field.

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.” NOTE: Portable vouchers administered for the Mainstream program should NOT be reported in this field.

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.

Adjustment Funding – Per Unit Cost Increase: Amount of Voucher Program HAP expenses paid for the reporting month covered by Adjustment Funding provided for Per Unit Costs Increases. These expenses should also be reported in the normal HAP expense field for which the expense was incurred.



TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name

Adjustment Funding – Shortfall: Amount of Voucher Program HAP expenses paid for the reporting month covered by Adjustment Funding for Shortfalls. These expenses should also be reported in the normal HAP expense field for which the expense was incurred.

Adjustment Funding Per Unit Cost Increase MS Program: Amount of Mainstream Program HAP expenses paid for the reporting month covered by Adjustment Funding for Per Unit Costs Increases. These expenses should also be reported in the MS HAP expense field.

Adjustment Funding – Shortfall MS Program: Amount of Mainstream Program HAP expenses paid for the reporting month covered by Adjustment Funding for Shortfalls. These expenses should also be reported in the MS HAP expense field.

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 RAD1 and RAD2 Units that are under a HAP Contract but are not leased and RAD1 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. RAD vouchers receiving vacancy payments should also be reported in this field.

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. Vacancy Payments for RAD vouchers should also be reported in the appropriate RAD HAP Expense field. Note: RAD Rehab Assistance payments 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

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.

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.

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.

Administrative Expenses

FSS Coordinator Expense Covered by the FSS Grant: 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.

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".

FSS Coordinator Expenses Not Covered by FSS Grant: This field is no longer active and should not be used to report any FSS data.

Administrative Expense: 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.

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

Unrestricted Net Position (UNP) as of the Last Day of the Month

Note: *Regardless of the system (VMS or FASS-PH) in which UNA is being reported, the PHA should report its UNP amount as defined by GAAP – "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." 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).*

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



TAB 2 – OTHER INCOME AND EXPENSE

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.

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 and 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).

Restricted Net Position (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the HCV program. It is equal to the Position (RNP) as cumulative sum of total HAP revenues received minus the total cumulative HAP expenses for eligible unit months that have been paid and is calculated on a monthly basis. Total HAP expense should include of the Last Day of expenses for regular vouchers and for HCV special purpose vouchers including VASH, Non-Elderly Disabled the Month (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.



TAB 2 – OTHER INCOME AND EXPENSE

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.

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.

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.

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/or offset for reallocation as described by the 2016 Appropriations Act or future requirements.

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.

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.



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name

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.

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 non-traditional 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.



TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name

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.

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

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.

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.



TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Form 52681-B Field Name

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: 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 4000 characters. A message displays when data entered exceed 4000 characters.



TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name

Disaster Voucher Program (DVP)

Disaster 1 Name: Specific Name associated with the current disaster

Disaster 1 Families Assisted: Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.

Disaster 1 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 1 Security Deposit: Security Deposit paid during the reporting month for the Disaster Families.

Disaster 1 Security Deposit Returned: Amount of security deposit returned for the Disaster Family during the reporting month.

Disaster 1 Utility Deposit: Utility Deposit paid during the reporting month for the Disaster Families

Disaster 1 Utility Deposit Returned: Amount of Utility deposit returned for the Disaster Family during the reporting month.

Disaster 1 Administrative Expenditures: The amount of Administrative Expenditures incurred for the reporting month.

Disaster 1 Broker Fee: The total amount of broker fees paid during the reporting month for Disaster Families.

Disaster 2: Same as Above

Disaster 3: Same as Above

Disaster 4: Same as Above



TAB 5 – EVHP UML/HAP

Emergency Housing Voucher UML and HAP

Emergency Housing Vouchers UML: Total number of Emergency Housing Vouchers under lease from initial or renewal funds awarded. Vouchers should be reported in this category only if the PHA has received vouchers in this program. A voucher should be reported in this category as long as it is used for an eligible program participant.

Emergency Housing Vouchers HAP: HAP expenses incurred for the Emergency Housing Vouchers reported in the units section.

Emergency Housing Vouchers - Number of New Vouchers Issued but not Under HAP

Contract as of the last day of the Month: The number of new Emergency Housing Vouchers Issued but not under HAP contract as of the last day of the month. These units should not be reported in any other field.

Emergency Housing Vouchers - HAP Expenses After the First of the Month: Total amount of HAP expenses incurred for new contracts effective after the first of the month for the Emergency Housing Vouchers program. These expenses should not be reported in any other field.

Emergency Housing Vouchers – Admin Fees – Preliminary Fee Expenses: Amount of Emergency Housing Vouchers Preliminary Fee expenses incurred for the month. Please refer to PIH Notice 2021-15 for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Admin Fees – Placement/Issuance Fee Expenses: Amount of Emergency Housing Voucher Placement/Issuance Fee expenses incurred for the month. Please refer to PIH Notice 2021-15 for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Admin Fees - Ongoing Administrative Expenses: Amount of ongoing Administrative Expenses incurred for the month for the Emergency Housing Vouchers Program. Please refer to PIH Notice 2021 for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Service Fee – Housing Search Assistance Expenses: Amount of Service Fee Expenses incurred for Housing Search Assistance. Please refer to PIH Notice 2021-15 for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Service Fee – Security/Utility Deposit/Rental Application/Holding Fee Expenses: Amount of Service Fee Expenses incurred for Security/Utility Deposit, Rental Application and Holding Fee Expenses. Please refer to PIH Notice 2021-15 for additional guidance on the eligible uses for these fees.

Emergency Housing Vouchers – Service Fee - Owner Incentive Expenses: Amount of Service Fee Expenses incurred for Owner Incentive Expenses. Please refer to PIH Notice 2021-15 for additional guidance on the eligible uses of these fees.

Emergency Housing Vouchers – Service Fee - Other Eligible Expenses: Amount of Service Fee Expenses incurred for Other Eligible expenses that are not reported in any other Service Fee expense category. Please refer to PIH Notice 2021-15 for additional guidance on the eligible uses for these fees.



TAB 5 – EVHP UML/HAP

Emergency Housing Voucher UML and HAP

Emergency Housing- FSS Escrow Deposits: Deposits to Emergency Housing Voucher FSS participants escrow accounts made for this month.

Emergency Housing Vouchers - FSS Escrow Forfeitures this Month: Total value of Emergency Housing Voucher FSS escrow forfeited by tenants during this month. Forfeitures occur when a 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 Emergency Housing Voucher HAP field.

Emergency Housing Vouchers - Fraud Recovery Total Collected this Month: Total EHP dollar amount recouped by the HA as fraud recoveries during the month is applied to the EHP 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 field. NOTE: Total dollar amount recouped "is cash collected and not revenue recorded".

Emergency Housing Vouchers - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month: As of August 4th this definition is still being finalized. Additional information and guidance will be provided in the near future. PHAs will be notified via email once the definition is final and this document has been updated. In the meantime, PHAs should not report any information in this field.

Emergency Housing Vouchers - Restricted Net Position Funds (RNP) as of the Last Day of the Month: RNP is the amount of Housing Assistance Payments (HAP) Equity for the Emergency Housing Voucher (EHV). 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 paid and is calculated on a monthly basis. Total expenses include 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) and FSS escrow forfeitures. Interest income earned on excess EHV HAP and RNP balances should not be included in the RNP. The allowable retention of interest funds should be reported in the PHA's EHV UNP balance as described in greater detail in the UNP field definition. Negative balances must be reported in VMS 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.

NOTE: 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.

Emergency Housing Vouchers - Cash/Investment as of the Last Day of the Month: Cash/Investments as of the last day of the month are the total amount of EHV HAP and AF cash and investments for the EHV program. Amounts reported include all cash and investments as



TAB 5 – EVHP UML/HAP

they relate to EHV UNP and EHV RNP balances as of the last PHA FYE, as well as any additional funds that may have been reported in the EHV UNP and EHV RNP fields through the month being reported. This total amount must include only those EHV HAP and EHV AF (including ongoing fees, preliminary fees, service fees, and placement/issuance fees) funds received for the EHV program, including interest earned, fraud recovery and Family Self-Sufficiency (FSS) forfeitures. Cash and investments for FSS escrow deposits/accounts 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 EHV HAP or other administrative costs. These reporting requirements are applicable to MTW PHAs as well.



TAB 6 – PHA CONTACT INFORMATION

Form 52681-B Field Name

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.



TAB 6 – PHA CONTACT INFORMATION

Form 52681-B Field Name

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.

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 7 – SUBMISSION

Form 52681-B Field Name

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 8 – EXECUTIVE SUMMARY- CURRENTLY INACTIVE

Form 52681-B Field Name

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-filled by HUD using VMS data.

Utilization Units – (UML) Amount: Utilization units months available as identified HUDCAPS, data pre-filled by HUD using VMS data.



TAB 8 – EXECUTIVE SUMMARY- CURRENTLY INACTIVE

Form 52681-B Field Name

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.

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: $\text{HAP expended CYTD} / \text{ABA} + (\text{Budgeted RNP} - 1 \text{ month prorated RNP cushion})$. Expressed as an Amount.

Utilization All funds = HAP expended CYTD / ABA + (Budgeted RNP – 1 month prorated RNP cushion) Percentage: Calculated: $\text{HAP expended CYTD} / \text{ABA} + (\text{Budgeted RNP} - 1 \text{ month prorated RNP cushion})$. 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

Recap

RNP Balance as of 1/31/2009: RNP Ending balance provided by HUD for the PHA, data pre-filled by HUD.

ABA Disbursed YTD: 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.

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.



Recap Worksheet -CURRENTLY INACTIVE

Form 52681-B Field Name

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 $(\text{sum}(\text{HAP})/\text{sum}(\text{UML}))$, data pre-filled by HUD.

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 $(\text{sum}(\text{HAP})/\text{sum}(\text{UML}))$, 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

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 (HAP): 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).



Projection Worksheet- CURRENTLY INACTIVE

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

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 $((\text{YTD PUC} * \text{annual attrition rate} * 0.08333)^{-1})$.

Plus UMLs and HAP from not yet leased issuances – UML w/attrition not issuance:
Calculated value calculating the $(\text{un-contracted vouchers on the street} * \text{Success Rate}) * \text{number of months greater than 0 minus the average months from issuance to hap effective date}$.

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.

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 $(\text{UML} + \text{plus UML and HAP from not yet leased issuances} - \text{UML w/attrition not issuance})$ 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

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 (HAP): 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

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-1st field.

HE Error Message -1st: Hard Edit Error message indicating what the error is. Data is pre- filled by HUD. Refers to Adjusted value-1st 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-1st 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-1st 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.

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 Number

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.

Error HE198: PHA has reported Housing Stability Voucher leasing, while the PHA has not received a Housing Stability Voucher award."

Error HE199: PHA has not reported Housing Stability Voucher leasing, while the PHA has received a Housing Stability Voucher award."

Error HE200: PHA has reported Housing Stability Voucher HAP costs, while the PHA has not received a Housing Stability Voucher award."

Error HE201: PHA has not reported Housing Stability Voucher HAP costs, while the PHA has received a Housing Stability Voucher award."

Error HE202: PHA has reported Emergency Housing Voucher leasing, while the PHA has not received an Emergency Housing Voucher award."

Error HE203: PHA has not reported Emergency Housing Voucher leasing, while the PHA has received an Emergency Housing Voucher award."

Error HE204: PHA has reported Emergency Housing Voucher HAP costs, while the PHA has not received an Emergency Housing Voucher award."

Error HE205: PHA has not reported Emergency Housing Voucher HAP costs, while the PHA has received an Emergency Housing Voucher award."

Error HE206: The PHA has entered Emergency Housing Voucher Administrative Expenses but does not have a Emergency Housing Voucher award.



Error HE207: The PHA has not entered Emergency Housing Voucher Administrative Expenses, but does have a Emergency Housing Voucher award."

Error HE208: The PHA has entered Emergency Housing Voucher FSS Escrow Deposits but does not have a Emergency Housing Voucher award.

Error HE209: The PHA has entered Emergency Housing Voucher FSS Escrow Forfeitures but does not have a Emergency Housing Voucher award.

Error HE210: The PHA has reported Emergency Housing Vouchers Fraud Recovery Total Collected this month, but does not have a Emergency Housing Voucher award."

Error HE211: The PHA has reported Emergency Housing Vouchers Unrestricted Net Position Funds (UNP) as of the Last Day of the Month but does not have a Emergency Housing Voucher award.

Error HE212: The PHA has not reported Emergency Housing Vouchers Unrestricted Net Position Funds (UNP) as of the Last Day of the Month, but does have a Emergency Housing Voucher award."

Error HE213: The PHA has reported Emergency Housing Vouchers Restricted Net Position Funds (RNP) as of the Last Day of the Month but does not have a Emergency Housing Voucher award.

Error HE214: The PHA has not reported Emergency Housing Vouchers Restricted Net Position Funds (RNP) as of the Last Day of the Month, but does have a Emergency Housing Voucher award."

Error HE215: The PHA has reported Emergency Housing Vouchers Cash/Investment as of the Last Day of the Month but does not have a Emergency Housing Voucher award.

Error HE216: The PHA has not reported Emergency Housing Vouchers Cash/Investment as of the Last Day of the Month, but does have a Emergency Housing Voucher award."



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.