

DHAP-Ike Reconciliation

1. HUD has sent PHAs detailed information regarding the reconciliation of Security Deposits, Utility Deposits and Placement Fees

- This information allowed PHAs to see if the payments received under these categories of funding were accurate or if they were over or under funded.
- Please ensure that you thoroughly review the data that you receive from HUD regarding these reconciliations and all future reconciliations, such as, HAP, Admin. Fees & Case Management Fees.
- Only remit funds to HUD once you are in agreement with the amount owed.
- HUD de-obligates all funds once they have been remitted. If funds are remitted and a PHA later states that they do not agree with the amount remitted, it can take a significant amount of time to get those funds back to you.
- The Department does not want a PHA to be in a position of waiting for or needing funds, so please contact us at DHAP-Ike @hud.gov if you do not agree with the reconciled amount owed.

2. All VMS entries need to be reported on an accrual basis

- PHAs must report the HAP in the month assistance was provided. For instance, if a check covers the rent for April and May, the PHA needs to report leasing for both April and May. The HAP amount must be broken out per each month that housing assistance was provided.

3. To ensure compliance and accuracy with program policies, PHAs should start the process of updating their DIS reporting dating back to the start of the program through present time

- Upon the conclusion of DHAP-Ike, there will be a full program reconciliation of HAP, Admin Fees & Case Management Fees. The program is slated to end on September 30, 2011.
- All DIS entries must be accurate prior to the final reconciliations. Waiting to update DIS reporting until the last month of the program may cause several issues.

- If there is a lot to update, PHAs need to ensure that they will have ample time to accurately update all of their DHAP-Ike records.
- Updates could impact overall program needs in determining if the PHA must remit funds or if the PHA is owed funds.
- Should PHAs need to remit funds, they will have to pay HUD in full at the end of the program. The sooner PHAs update and/or correct DIS reporting, the better off the PHA will be in terms of having an accurate reconciliation from HUD.
- It is important for the PHA to also have a general idea or an exact knowledge of how much they were over or underfunded by HUD. It is imperative that PHAs do not mistakenly spend DHAP-Ike funding on other programs.
- The sooner DIS is corrected, the sooner your monthly funding will properly line-up with actual need
- If HUD owes a PHA additional funds, the sooner the PHA cleans up DIS, the sooner HUD will be able to get these funds to the PHA

4. Improper Reporting in DIS- IRT Exception Date

- HUD has noticed the issue of some PHAs improperly reporting the IRT Exception date into DIS. Please note that an IRT Exception date cannot be entered 30 or more days after a family has reached \$0 subsidy.

5. In the past HUD built a buffer into the calculation of monthly needs

- The buffer was created as the result of the numerous program extensions and all the work involved in keeping up with DIS reporting throughout everything that was going on with the program at the time.
- The buffer allowed PHAs additional time to update DIS records.
- Since the program is now winding down and PHAs are more familiar with the system, the buffer is no longer necessary and will no longer be included within the monthly funding calculation, which makes updating DIS entries that much more important.