



USER'S MANUAL

***Voucher Management System (VMS)
Release 6.0.0.0***

U.S. Department of Housing and Urban Development

April 15, 2011



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1.0 GENERAL INFORMATION



1.0 GENERAL INFORMATION

1.1 System Overview

The Voucher Management System (VMS) supports the information management needs of the Housing Choice Voucher Program (HCVP) and management functions performed by the Financial Management Division (FMD) and the Financial Management Center (FMC) of Public and Indian Housing and the Real Estate Management Center (PIH-REAC). This system's primary purpose is to monitor and manage Public Housing Agency (PHA) use of vouchers. VMS collects PHA data that enables HUD to fund, obligate, and disburse funding in a timely manner based on actual PHA use.

The web-based VMS application facilitates electronic submission of monthly program data by the PHAs which in turn, makes the data accessible to users in PIH-REAC, FMD, FMC, Field Offices (FO), and Headquarters (HQ). Currently, users can generate and print or download PHA monthly reports, but PIH personnel perform all budgeting and funding activities manually. The long-term goal of the VMS project is to integrate budgeting and funding activities into the VMS application and automate the currently manual tasks. Automation will be accomplished by implementing electronic entry of all relevant data, automatic data calculations, complex report generation, and automated business workflows including an online approval process.

1.2 Technical Support

For assistance accessing the WASS system, password reset, unlocking user ID, contact:

Technical Assistance Center
Toll Free – 1-888-245-4860
Fax – 202-485-0280
email at REAC_TAC@hud.gov

Data entry questions:

Please contact your Financial Analyst at the Financial Management Center

or

James D. Garner
VMS Business Manager/Technical Expert
Housing Choice Voucher Program – Kansas City
James.D.Garner@hud.gov

1.3 Organization of the Manual

This manual has been organized to first familiarize the reader with the base and background of this project and the resulting Voucher Management System. It then introduces each step in the use of VMS for the user. It is organized logically from Registration, to Login procedures, PHA submission, Submission schedules, and on to Managing PHAs, Generating reports, Download Documents, Changing the User password and, finally, to the Logout procedure. For a summary outline of this organization, review the Table of Contents.



1.4 Contingencies and Alternate Modes of Operation

Because of the nature of its operation, VMS has no need for contingencies or alternate modes of operation from the user's point of view. Any interruption in power or connection simply requires that the user begin an operation over again.



2.0 GETTING STARTED



2.0 GETTING STARTED

This section provides a general walkthrough of the system from initiation through exit, to enable the user to understand the sequence and flow of the system.

2.1 Logging into VMS

To access and use VMS, you must be a HUD employee or a qualified PHA employee with a valid User ID and password. User authentication is handled by the Web Access Security System (WASS) using Role-Based Access Control (RBAC). You must follow WASS requirements in order to obtain a user-ID and password. Once you have your User ID and Password you will be able to log into the system.

2.1.1 PHA Users:

2.1.1.1 From the HUD.GOV homepage at <http://www.hud.gov/offices/reac/online/reasyst.cfm> (which you should have bookmarked), and click on the “Login here” link.



HUD On-line Internet Home Page

NOTE: It is recommended that you “bookmark” this page to easily access it in the future. To “bookmark” the page, simply “right-click” the “Login here” link and select “Add to Favorites...” from the pop-up menu.



2.1.2 HUD Users Log into VMS:

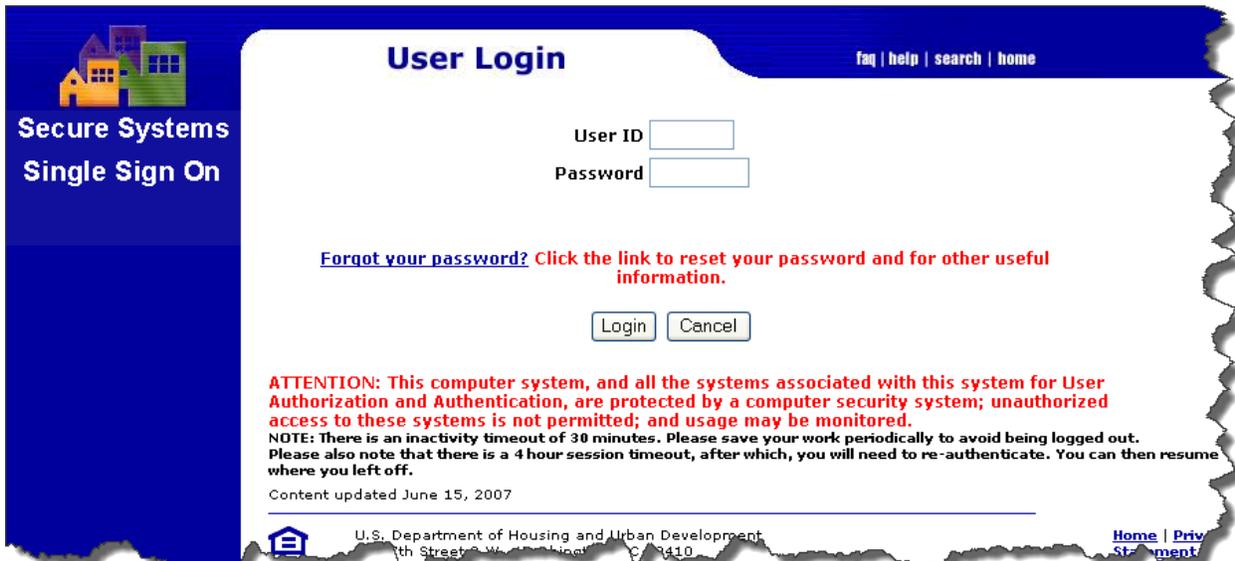
2.1.2.1 From the HUD homepage at <http://hudatwork.hud.gov/po/react/home/accessreac.cfm>, click “Log in” link.



HUD at work Online Login Screen

2.1.3 All users from this point on:

2.1.3.1 The User Login page displays. Enter the User ID and Password, and click on the “Login” button.



WASS – User Login Screen



2.1.3.2 The “Rules of Behavior for HUD Systems” page displays once you are logged in.

(This page will display only for first time login and once year).

User Login help | search | home | logout

Secure Systems

RULES OF BEHAVIOR FOR HUD SYSTEMS

The U.S. Department of Housing and Urban Development has granted access to you to utilize the Department's automated information resources. However, as a condition of receiving this access, you are required to be aware of the Department's system security policies and to abide by these policies. Security policy emphasizes awareness practices for the purpose of safeguarding the Department's valuable information resources.

The system user identification (USERID) and password issued to you are your means to access these resources. They are to be used solely in connection with the performance of your responsibilities as set forth in your job description, contract or agreement(s) with the Department. Use by anyone other than yourself is expressly prohibited. You agree to be responsible for the confidentiality of the assigned information and accountable for all activity with your user identification (USERID). Further, you agree that you will not provide this confidential USERID/password to another user nor will you sign on to HUD systems so that another person may access or operate the workstation in your absence or on your behalf. Actions of this type constitute a breach of system security and will result in immediate termination of your assigned USERID/password from the system. In addition, you agree to:

- (a) Log-off the system when leaving the system/workstation area;
- (b) Refrain from leaving written passwords in the workstation area;
- (c) Avoid creating a personal password that can be easily associated with you;
- (d) Avoid posting printouts of sensitive output data on bulletin boards;
- (e) Avoid leaving system output reports unattended or unsecured;
- (f) Control input documents by returning them to files or forwarding them to the appropriate contact person in your office;
- (g) Avoid violation of the Privacy Act which requires confidentiality of personal data contained in government and contractor data files;
- (h) Immediately contact the HUD Inspector General's Office, as appropriate, regarding any suspected violation or breach of system security;
- (i) Cooperate in providing personal background information to be used in conducting security background checks to the extent required by Federal regulations;
- (j) Respond to any inquiries and requests for information you may receive from either the HUD Headquarters or management officials regarding system security practices.
- (k) Protect all electronic/optical media and hardcopy documentation containing sensitive information and properly dispose of it by shredding hardcopy documentation, or by contacting the HITS Help Desk to dispose of electronic/optical media.
- (l) Avoid saving sensitive HUD information on the local drive of a laptop, personally owned computer, or other mobile or portable technology ("flash drives", removable/external hard drives, etc.).
- (m) If sensitive data must be stored on any type of HUD-approved mobile/portable technology (laptops, removable hard drives, "flash drives", etc.), ensure that it is protected via encryption.
- (n) Individuals who telework or remotely access HUD information should do so only through approved remote access solutions (such as hudmobile.hud.gov), and should safeguard all sensitive information accessed in this manner.

CERTIFICATION: I have read the above statement of policy regarding system security awareness and practices when accessing HUD's information resources. I understand the Department's policies as set forth above, and I agree to comply with these requirements as a condition of being granted limited access to the Department's computer resources.

Content updated May 9, 2008 [Back to Top](#)

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WASS Rules of Behavior Screen

Read the “Rules of Behavior for HUD Systems”, and click on the “Accept” button at the bottom of the page.

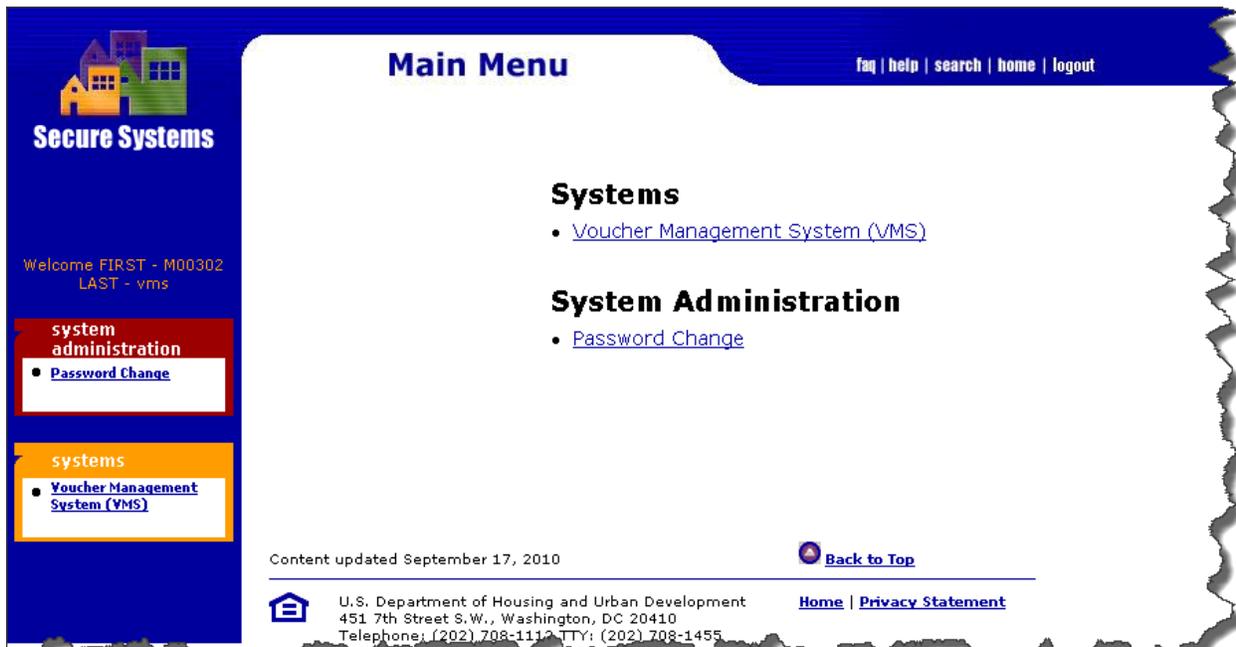


2.1.3.3 The “Legal Warning” page displays. Read the warnings, and then click the “Accept” button at the bottom of the page.



WASS Legal Warning Screen

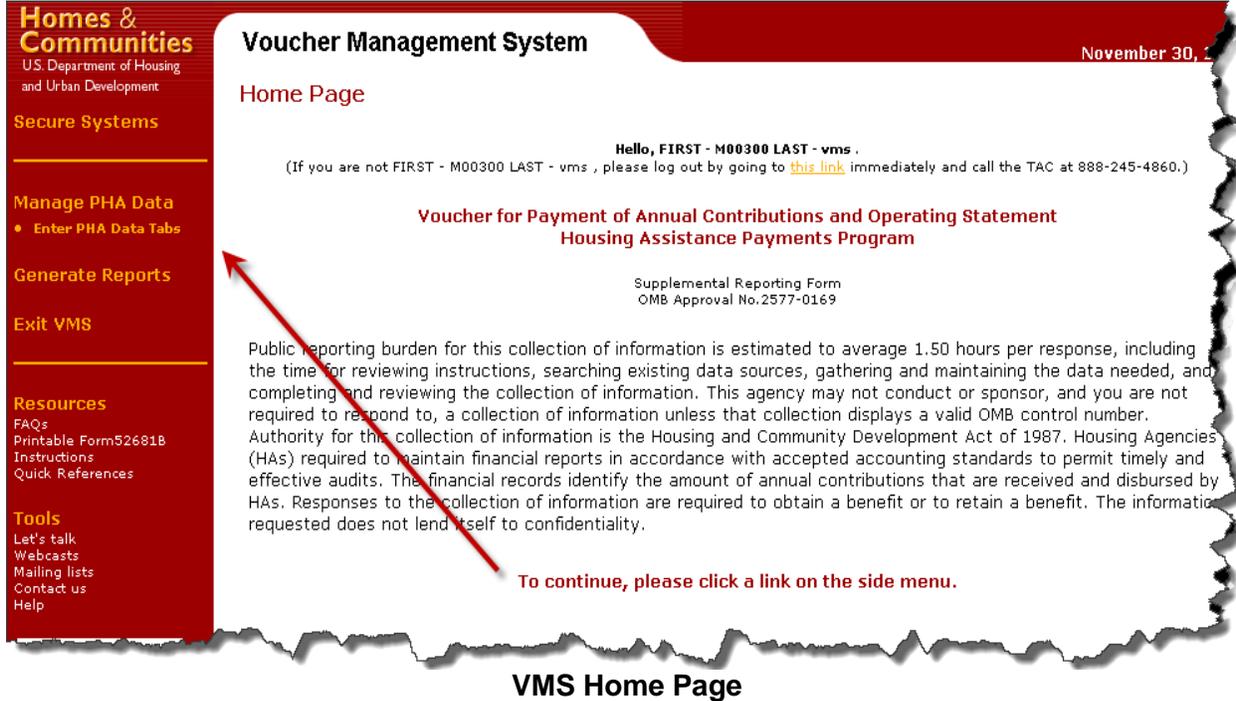
2.1.3.4 The Secure Systems Main Menu displays. Click the “Voucher Management System (VMS)” link.



WASS Main Menu Screen



2.1.3.5 The VMS home page displays.



VMS Home Page

NOTE: Depending on the access you have been granted in the Secure Systems and VMS, the Main Menus displayed on your screen may differ from the ones that are presented here. These screenshots displayed above may not necessarily reflect what you will actually see

2.2 System Menu

The first VMS System page encountered by the user is the Home Page. From here the user can select the following options:

Manage PHA Data

Enter PHA Data

Pending Hard Edit Review and Approval

Generate Reports

Exit VMS



2.3 Changing User ID and Password

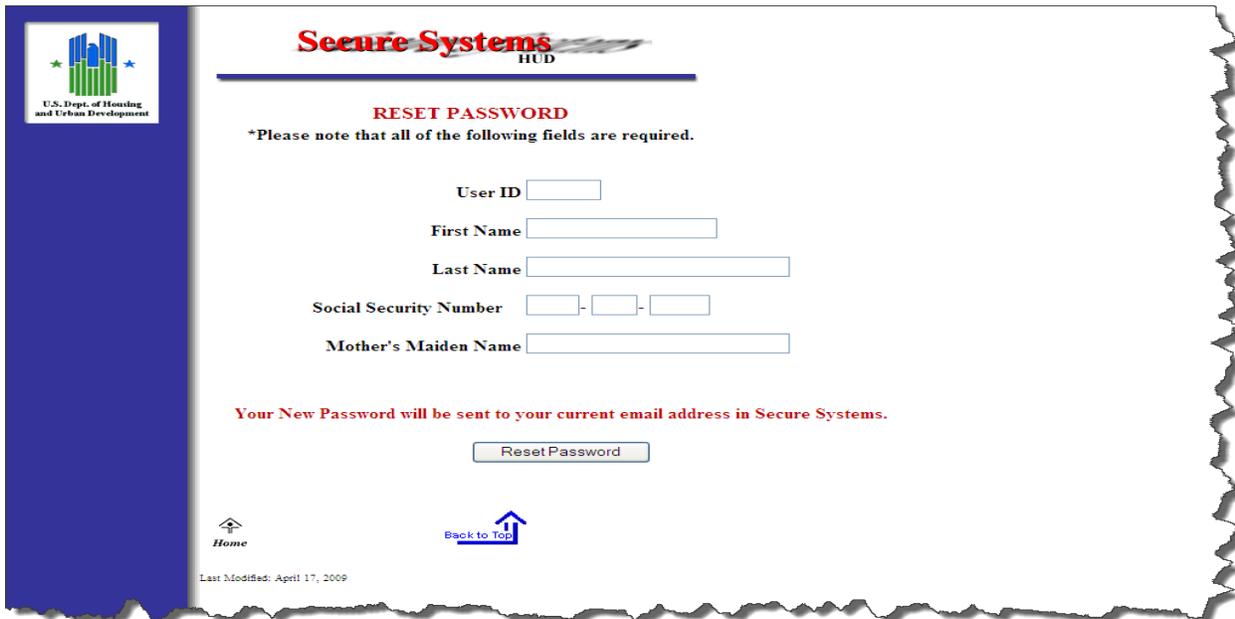
2.3.1 Go to the PIH-REAC homepage <http://www.hud.gov/offices/react/online/reasyst.cfm>.



REAC Internet Homepage

2.3.2 CLICK PASSWORD RESET.

The 'Password Reset' page appears. (see below)



Secure Systems Password Reset Screen



2.3.4 Complete the following fields, and then CLICK *Reset Password*:

In this field...	Type...
User ID	User ID (for example, M00305)
First Name	First name of the user
Last Name	Last (family) name of the user
Social Security Number	Social Security Number (<i>nnn-nn-nnnn</i> format) for the user
Mother's Maiden Name	Maiden name of the user's mother

This allows you to reset your password and continue or Log out of the system.

2.4 Exiting VMS and Logging Out

This section outlines the procedures for exiting VMS and logging out.

2.4.1 Exiting VMS

2.4.1.1 Make sure that you have saved or submitted the necessary information.

2.4.1.2 CLICK the *Exit VMS* link on the left side of the page. The 'Secure Systems Main Menu' page will appear.

2.4.1.3 If you have un-submitted data you will be prompted with the following message:



Exit Confirmation Screen

2.4.1.4 CLICK *Exit* to continue exit without submitting data. You will be taken to the Main Menu

2.4.1.5 Or CLICK *Submit PHA* to go to the data that needs to be submitted.

2.4.2 Logging Out of WASS System

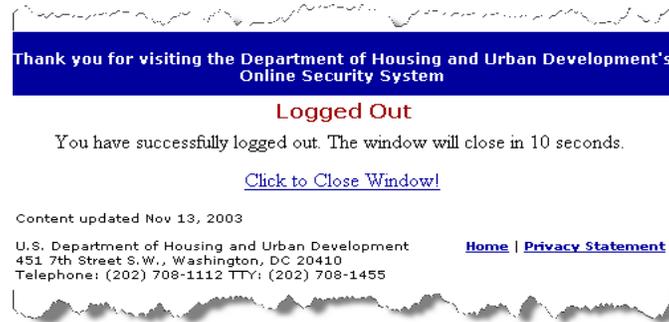
2.4.2.1 Make sure that you have saved or submitted the necessary information.

2.4.2.2 Click the Secure Systems on the left side of the page. The Secure Systems Main Menu page will appear

2.4.2.3 Click Logout at the top-right corner of the page. A message appears asking you to close all browser windows



2.4.2.4 Click **OK**. The 'Logged Out' page appears.



Log Out Popup Window

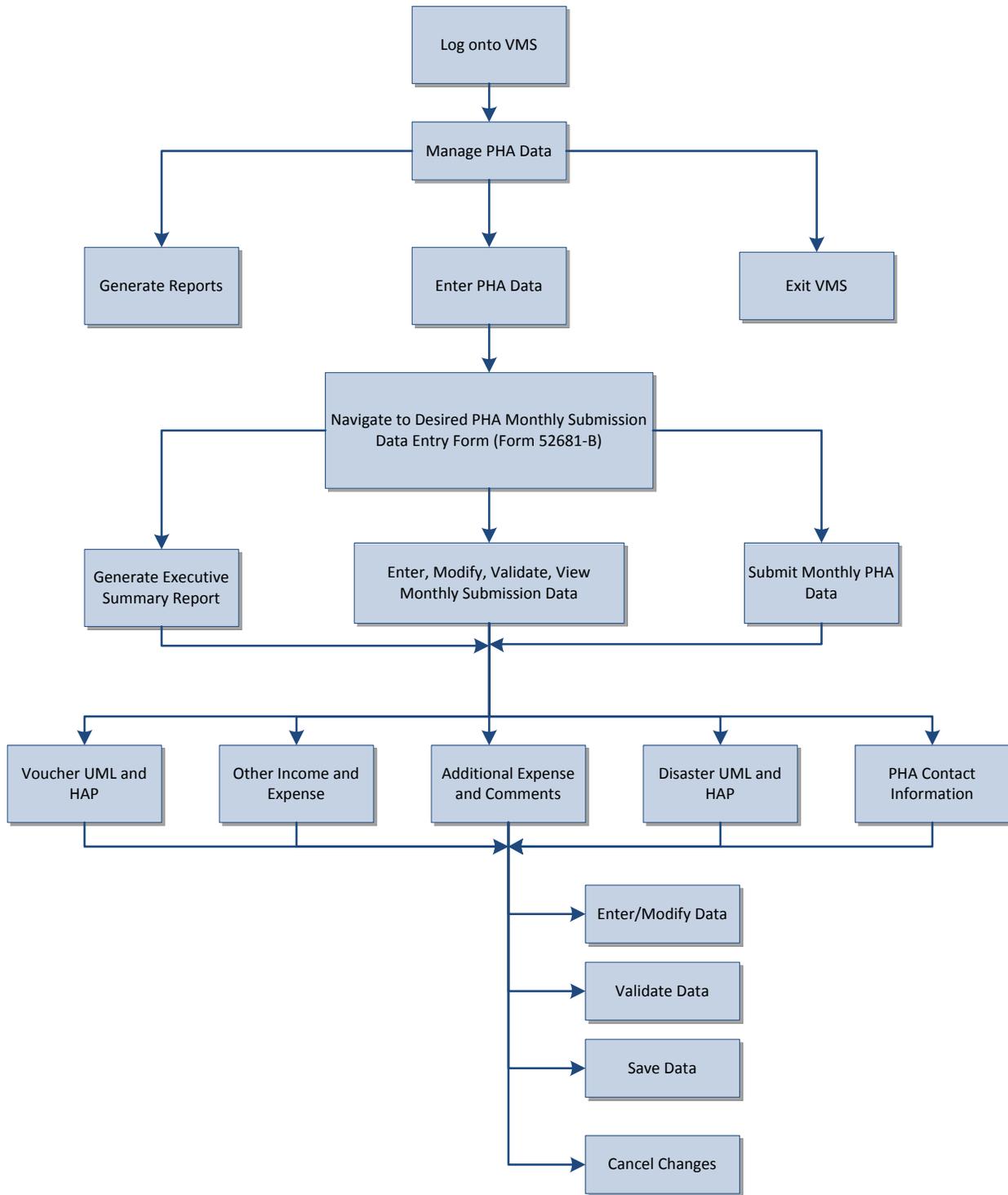
2.4.2.5 Close the browser window to exit REAC Online Systems.



3.0 USING THE VMS SYSTEM



3.0 USING THE VMS SYSTEM (PHA USER)



System Workflow Diagram



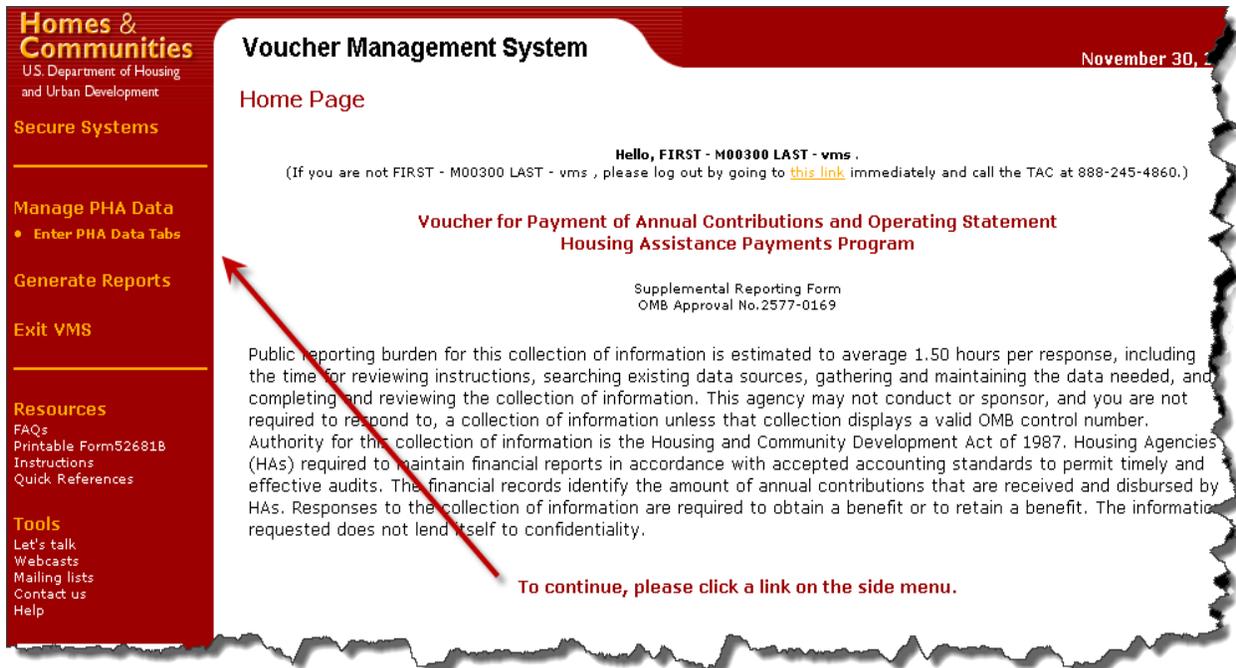
3.1 MANAGE PHA DATA

This link is generally accessed by PHA users. Users in the housing choice voucher program and are required to maintain financial reports in accordance with accepted accounting standards in order to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by the PHA. The Voucher for Payment of Annual Contribution and Operating Statement, Form HUD 52681-B, is used by HUD to approve actual PHA program expenses for the PHA Fiscal year, and is the basis for reviewing PHA financial estimates for the subsequent fiscal year. This form is also used in conjunction with the Disaster Information System to complete the settlement processed when a Disaster Program has terminated.

PHAs are advised not to wait until the final day of the collection period to submit their data. Doing so may result in a delayed transmission of the data to HUD that could impact a PHA’s funding. Failure to submit the data results in a PHA being sanctioned as a non-submitter. Incomplete submission and/or non-submissions could also affect the PHA’s future years funding. PHAs need to follow the submission timeframes established by the Financial Management Center on the submission periods.

3.2 Navigate to Desired Monthly Submission

Click on “Enter PHA Data Tabs” link under the heading “Manage PHA Data” located on the left side navigational menu of the VMS Home Page.

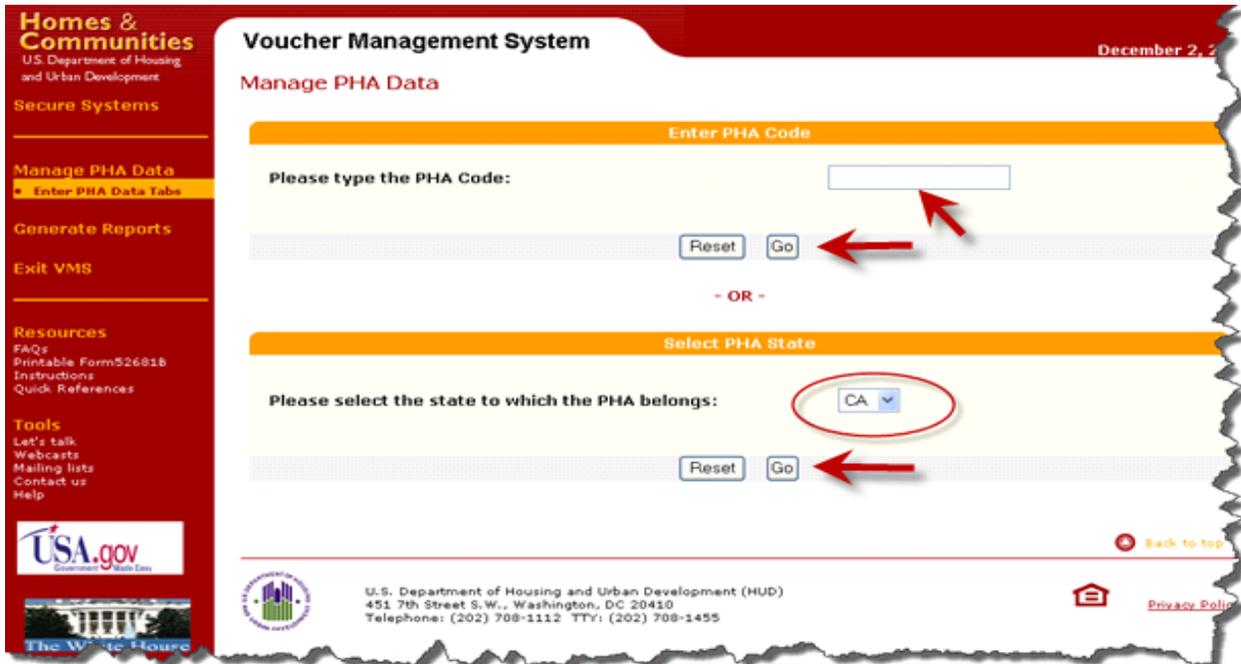


VMS Home Screen

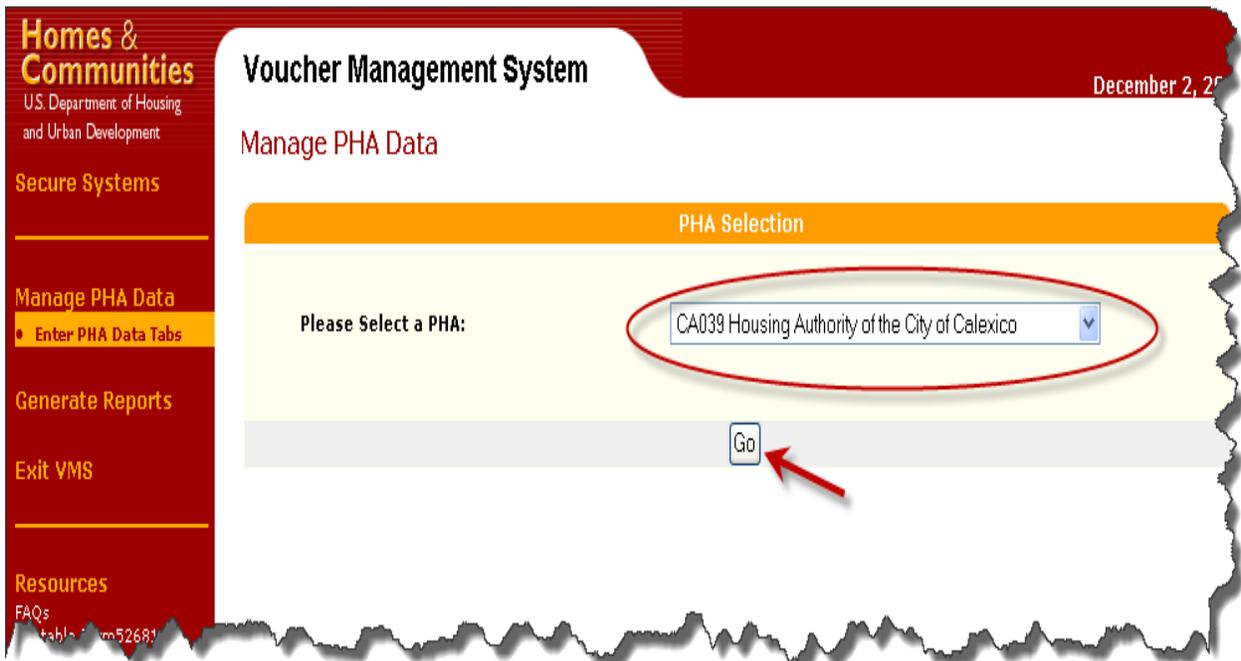
NOTE: Depending on the number of agencies you have associated with your User ID, you will see one of the two following screens. Single PHA users use the next screen, where multiple users will see the screen with the Enter PHA Code and Select PHA State



A user with multiple PHA Codes either enters the PHA code directly in the first box, or selects the state code from the drop-down menu, then selects the PHA name from the next drop down menu, and then clicks “Go”.



Users with Multiple PHA assignment, selection screen



PHA Selection from State Code Screen



3.2.1 PHA List of Submissions

The PHA List of Submissions page below serves as the home page for the selected PHA. The top section of the page will display information about the PHA, while the bottom section contains links to the data entry pages for each month listed.

Voucher Management System December 21, 2010

Manage PHA Data

List of Submissions

PHA Code	CA039	
PHA name	Housing Authority of the City of Calexico	
FYE	06/30	

Month	Status	Last Updated By
November 2010	Not Entered	
October 2010	Not Entered	
September 2010	Not Entered	
August 2010	Not Entered	
July 2010	Not Entered	
June 2010	Not Entered	
May 2010	Not Entered	
April 2010	Not Entered	
March 2010	Submitted	First Name, Last Name Unavailable 27 April 2010
February 2010	Submitted	First Name, Last Name Unavailable 18 March 2010
January 2010	Submitted	First Name, Last Name Unavailable 04 February 2010
December 2009	Submitted	First Name, Last Name Unavailable 19 January 2010
November 2009	Submitted	First Name, Last Name Unavailable 18 December 2009
October 2009	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 24 November 2009
September 2009	Submitted	First Name, Last Name Unavailable

PHA Home Screen – List of Submissions

The List of Submissions maintained by the reporting months in descending order, with the latest Month always at the top of the screen, and previous months follow in chronological order.

The “List of Submissions” contains:

3.2.1.1 **Month** – Identifies the submission period and contains the monthly links used to enter or modify PHA information.

3.2.1.2 **Status** – Displays the current status of the current monthly submission, and each prior month submission. List of the types of status’ are as follows:

- *Not Entered*
- *Saved*
- *Revised*
- *Pending Hard Edits*
- *Submitted*
- *Hard Edit Approved*
- *Hard Edit Disapproved*

3.2.1.3 **Last Updated by** – Identifies the individual who made the last change to any of the monthly documents with the last date the monthly information was modified.



3.2.2 View List of All Submissions

A link at the bottom of the List of Submissions page allows the user to view historical data submitted beyond the current and past two fiscal years. In order to view the historical data click the “View All Submissions” link at the bottom of the List of Submissions page.

June 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
May 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
April 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
March 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
February 2008	Submitted	First Name, Last Name Unavailable 28 April 2008
January 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009
December 2007	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 27 February 2009

 [\[View All Submissions \]](#)

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Bottom of VMS List of Submission Screen

The system will redisplay a “List of Submissions” showing all prior months and their current status.

October 2002	Submitted	First Name, Last Name Unavailable 23 February 2005
September 2002	Submitted	First Name, Last Name Unavailable 23 February 2005
August 2002	Submitted	First Name, Last Name Unavailable 23 February 2005
July 2002	Submitted	First Name, Last Name Unavailable 23 February 2005
June 2002	Submitted	First Name, Last Name Unavailable 23 February 2005
May 2002	Submitted	First Name, Last Name Unavailable 23 February 2005

[\[Return to Original Results \]](#) 

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Bottom of VMS List of Submission Screen

To remove the historical information and return to the original PHA Home screen, click on the “Return to Original Results” link.



3.2.3 Select the desired Month/Year to display

The data entry form, Form 52681-B for the PHA and month will display. Note that the Month has a "Not Entered" status when the PHA has never entered data for that month.

NOTE: The PHA will not be allowed to enter data for the current month if any previous month has been revised and has not been re-submitted and approved by HUD if required. Submissions with the following status "Pending Hard Edit", "Saved", and "Revised" are considered incomplete submissions.

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Enter PHA Data Tabs

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Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001
Housing Authority of the City & County of SF
MONTH: January
YEAR: 2011
VERSION: 9

Voucher UML/HAP
Income/Expenses
Expense/Comments
Disaster UML/HAP
PHA Info
Submission
Executive Summary

Voucher UML and HAP

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 12 Month	Avg HAP Year to Date
Litigation	<input type="text"/>				\$ <input type="text"/>			
1 Year Mainstream	<input type="text"/>	10	10		\$ <input type="text"/>	11,992	11,654	
Homeownership	<input type="text"/>	1	1		\$ <input type="text"/>	1,131	1,112	
New This Month	<input type="text"/>							
Moving To Work	<input type="text"/>				\$ <input type="text"/>			
Family Unification	<input type="text"/>				\$ <input type="text"/>			
2008 and 2009 Family Unification	<input type="text"/>	43	29		\$ <input type="text"/>	70,962	48,113	
2008 and 2009 Non-Elderly Disabled	<input type="text"/>				\$ <input type="text"/>			
Portable Vouchers Paid	<input type="text"/>	76	111		\$ <input type="text"/>	88,177	125,178	
HOPE VI	<input type="text"/>	67	67		\$ <input type="text"/>	87,532	89,082	
Tenant Protection	<input type="text"/>	240	248		\$ <input type="text"/>	236,662	249,610	
Enhanced Vouchers	<input type="text"/>	85	80					
Veteran's Affair Supported Housing (VASH) Voucher	<input type="text"/>	148	114		\$ <input type="text"/>	188,595	132,596	
DHAP to HCV Vouchers Leased	<input type="text"/>				\$ <input type="text"/>			
All Other Vouchers	<input type="text"/>	6,904	6,896		\$ <input type="text"/>	8,702,491	8,809,262	
FSS Escrow Deposits	<input type="text"/>				\$ <input type="text"/>		10,816	
All Voucher HAP Expenses After the First of Month	<input type="text"/>				\$ <input type="text"/>	2,413	22,045	
Total Vouchers	<input type="text"/>	7,489	7,463		\$ <input type="text"/>	9,389,955	9,469,544	

Other Voucher Reporting Requirements

Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	<input type="text"/>	7,488	7,462	
Temporary Housing Units to HCV Conversion - Leasing	<input type="text"/>			
HA Owned Units Leased - Included in the units leased above	<input type="text"/>	236	216	
New vouchers issued but not under HAP contracts as of the last day of the month	<input type="text"/>			
Portable Vouchers Administered (Port In)	<input type="text"/>		69	
Number of Vouchers Covered by Project-Based AHAPs and HAPs	<input type="text"/>	815	814	
5 Year Mainstream	<input type="text"/>			



VMS Initial Data Entry Screen

3.3 Enter, Modify, View Data

NOTE: All data must be entered based on the accrual basis of accounting rather than the cash basis of accounting

3.3.1 Select the data entry tab you want

For ease of data entry, and to improve accuracy of reported information, HUD has divided the data entry document, Form 52681-B, into tabular format. “**Voucher UML & HAP**” is the default display, as shown above. To access the other sections, just click on the appropriate tab button at the top of the tabular screen.

The five main data entry screens are as follows:

- **Voucher UML and HAP**
- **Other Income and Expense**
- **Additional Expense / Comments**
- **Disaster UML and HAP**
- **PHA Contact Information**

- (The remaining tabs are not for data entry and will be discussed in later sections)

- **Submission** (Section 4.3)
- **Executive Summary** (Section 6.0)

The other data entry tabs are displayed below:



Homes & Communities
U.S. Department of Housing and Urban Development
Secure Systems

Manage PHA Data
Enter PHA Data Tabs

Generate Reports

Exit VMS

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Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001	Housing Authority of the City & County of SF	MONTH: January	YEAR: 2011	VERSION: 9		
Voucher UML/HAP	Income/Expenses	Expense/Comments	Disaster UML/HAP	PHA Info	Submission	ExecutiveSummary

Other Income and Expenses

Memorandum Reporting	
Fraud Recovery Total Collected This Month	\$ <input type="text"/>
Interest on other income earned this month from the investment of HAP funds and Net Restricted Assets	\$ <input type="text"/>
FSS Escrow Forfeitures This Month	\$ <input type="text"/>
Number of Hard to House Families Leased	<input type="text"/>
Number of LBP Initial Clearance Tests	<input type="text"/>
Portable HAP Costs Billed and Unpaid - 90 Days or older	\$ <input type="text"/>
Number of LBP Risk Assessments	<input type="text"/>
Administrative Expenses	
FSS Coordinator Expenses Covered by FSS Grant	\$ <input type="text"/>
FSS Coordinator Expenses Not Covered by FSS Grant	\$ <input type="text"/>
Administrative Expenses	\$ <input type="text"/>
New Central Office Cost Center Expenses allocated to Housing Choice Voucher Program	\$ <input type="text"/>
Audit	\$ <input type="text"/>
Financial Status	
Net Restricted Assets (NRA) as of the Last Day of the Month	\$ <input type="text"/>
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$ <input type="text"/>
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$ <input type="text"/>

Other Income and Expense Tab



Homes & Communities
US Department of Housing and Urban Development

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Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Additional Expense/Comments

Expenses	\$	Description
Expense Amount 1	\$ <input type="text"/>	<input type="text"/>
Expense Amount 2	\$ <input type="text"/>	<input type="text"/>
Expense Amount 3	\$ <input type="text"/>	<input type="text"/>
New Expense Amount 4	\$ <input type="text"/>	<input type="text"/>
New Expense Amount 5	\$ <input type="text"/>	<input type="text"/>

Comments

Comments

Validate Save Reset Cancel Print

Additional Expense / Comments Tab

Homes & Communities
US Department of Housing and Urban Development

Secure Systems

Manage PHA Data
Enter PHA Data Tabs

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Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Disaster UML and HAP

Disaster Voucher Program (DVP)	UML	HAP
DVP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
DVP Homeless Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This month	<input type="text"/>	
Disaster Housing Assistance Program (DHAP-Katrina/Rita)		
DHAP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New this month	<input type="text"/>	
Disaster Housing Assistance Program (DHAP-Ike/Gustav)		
DHAP-IKE Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
Security Deposits Paid		\$ <input type="text"/>
Utility Deposits Paid		\$ <input type="text"/>
Security Deposits Returned		\$ <input type="text"/>
Utility Deposits Returned		\$ <input type="text"/>
Disaster Relief - Non-KDHAP		
Disaster Portable Units Administered	<input type="text"/>	\$ <input type="text"/>

Validate Save Reset Cancel Print

Disaster UML and HAP Tab



Homes & Communities
US Department of Housing and Urban Development

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

PHA Contact Information

PHA Contact Information

HA Number CA001

HA Name Housing Authority of the City & County of SF

HA FYE 09/30

Name of HA Point of Contact Cherry Hwee

Point of Contact Phone (415) 715-3140

Ext.: 0

Point of Contact E-mail Address hweec@spha.org

Name of Authorized HA Official Henry A Alvarez III

Official Housing Authority E-mail Address User01_PIH-NASS@huddev.gov

Program Area Point of Contact - FMC

FMC Financial Analyst THOMAS M VITEK

E-mail Address User01_PIH-VMS@huddev.gov

FA Phone Number (415) 489-6497

Ext.

Program Area Point of Contact - Field Office

Field Office Code 9APH

Field Office Name SAN FRANCISCO HUB OFFICE

Field Office Point of Contact Gerard Windt

New FO POC E-mail Address User01_PIH-VMS@huddev.gov

FO POC Phone Number (415) 489-6444

Ext.

REAC Technical Assistance Center

Technical Assistance Center 1-888-245-4860

Validate Save Reset Cancel Print

PHA Contact Information Tab

3.3.2 Key Data Into Fields

Enter data into each appropriate field of the tab. You may navigate from field to field using the Tab key on your keyboard, or by positioning your cursor in the white box of the field. Some fields are shown as gray. These will be calculated or provided by the system, and are not data entry fields.

Voucher UML and HAP

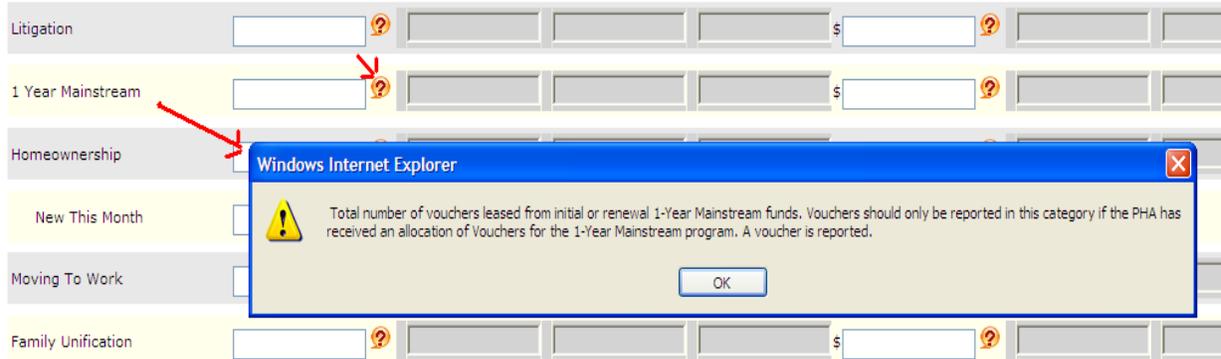
Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month
Litigation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
1 Year Mainstream	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Homeownership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Example VMS Data Entry Fields



3.3.3 Question Marks Provide Help

Next to each editable field is a red Question Mark (?) in a yellow circle. If you click on the question mark, an explanation of the field will appear, as shown below.



Example VMS Popup Window

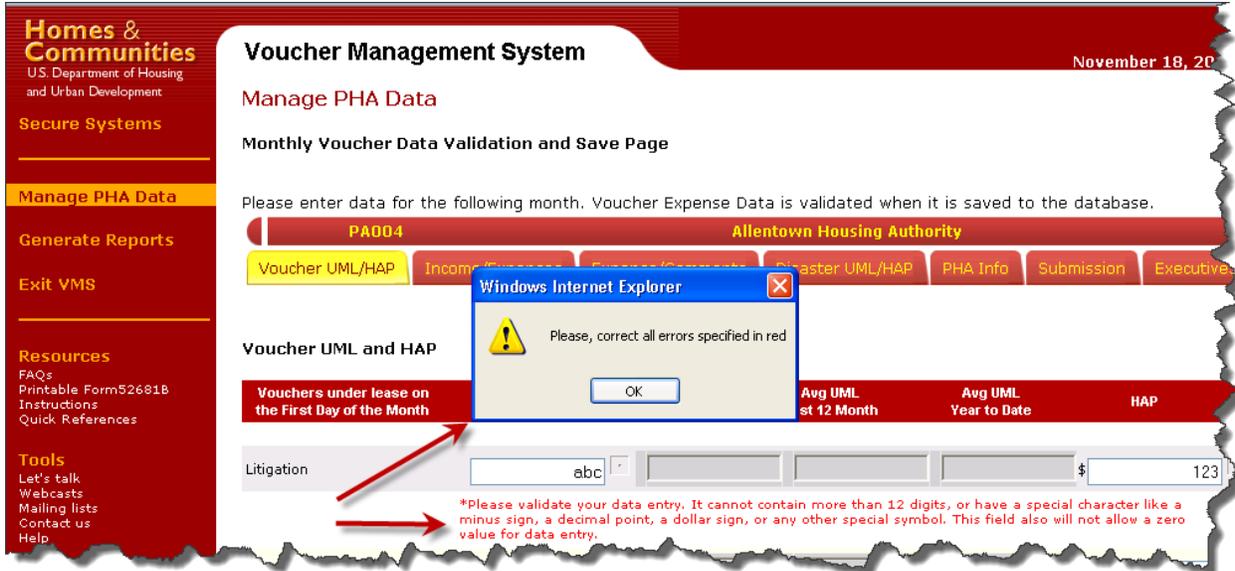
3.3.4 Required Fields

What fields are required will vary depending on the programs your PHA participates in. A rule of thumb is that if your organization participates in a program, then the UML and HAP fields for that program are required, even if you have to place a zero in the field. Likewise, if you do not participate in that program, entering data in the field will result in an error message.

3.3.5 Save Data

You may save your data at any time by clicking on the “Save” button at the bottom of the tab. You should always save it before continuing on to a different tab. When you save the data, an alpha-numeric check is performed to see that the fields with data have no obvious errors. If any errors are found, the data is not saved, a blue warning window is displayed, and error messages in red appear below the erroneous fields, as shown in the example below.

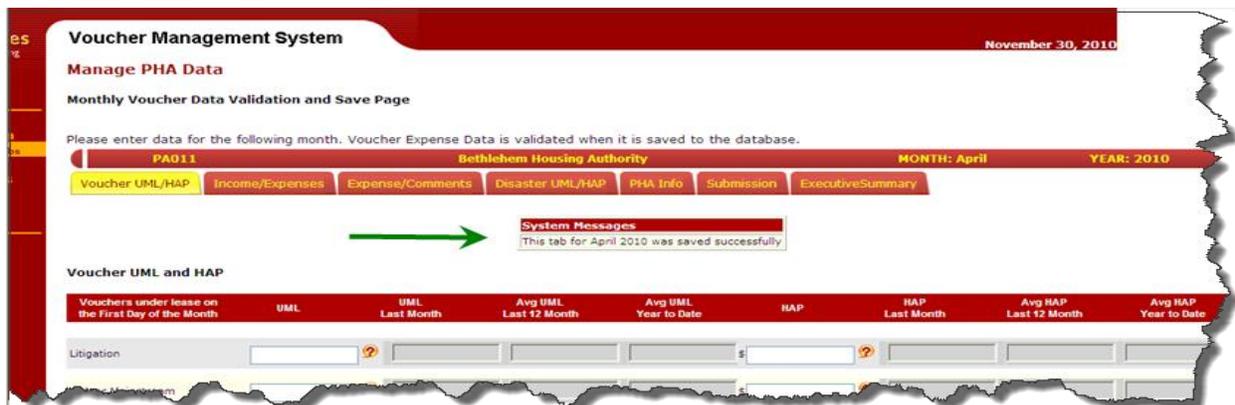
Normally, you would want to validate the data before saving it, to perform a more complete check of the data. Sometimes, though, you may be called away in mid screen, and not want to lose the data you have input so far. That is when you would “Save” before “Validation”.



VMS Sample Error Message Popup Window

You must correct the erroneous fields before any of the data on the tab will be saved. If you sign out of the session before correcting the erroneous fields, all of the data you keyed on that tab will be lost.

If no obvious errors were found when you clicked the “Save” button, you will receive a message telling you that the tab was successfully saved.



Sample VMS System Message – Save Successful

NOTE: If you click another tab button prior to validating and saving the data you have entered on this tab, your entered data will not be saved or lost. It will remain on the tab until you return. It will be lost if you sign out of the session prior to saving it.

3.3.6 Reset button

Every data entry Tab has a “Reset” button. Pressing this button will cause all the data you have entered since the last “Save” to be reset to the way the tab looked before the last “Save”. If you haven’t yet saved any data, the screen will be reset to all blanks.



3.4 Validate Data

Once the data has been entered completely for a tab, click the “Validate” key at the bottom of screen to check for data entry errors.

The screenshot shows the 'Voucher Management System' interface. The main heading is 'Manage PHA Data' with a sub-heading 'Monthly Voucher Data Validation and Save Page'. Below this, there is a navigation bar with buttons for 'CA001', 'Housing Authority of the City & County of SF', 'MONTH: January', 'YEAR: 2011', and 'VERSION: 9'. A secondary navigation bar includes 'Voucher UML/HAP', 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary'. The main content area is titled 'Disaster UML and HAP' and contains several sections for data entry: 'Disaster Voucher Program (DVP)', 'Disaster Housing Assistance Program (DHAP-Katrina/Rita)', 'Disaster Housing Assistance Program (DHAP-Ike/Gustav)', and 'Disaster Relief - Non-KDHAP'. Each section has rows for 'Families Assisted' and 'New This Month' with input fields and question mark icons. At the bottom, a 'Validate' button is highlighted with a red arrow, along with 'Save', 'Reset', 'Cancel', and 'Print' buttons.

VMS Data entry screen – Validation Button

The Validate Data function is crucial to the integrity of the data entered by the user prior to submitting to the database. VMS verifies the apparent validity of the data via a series of steps, first checking for proper format, second comparing the amounts fall within “reasonable” ranges, then where possible comparing related fields to insure completeness and consistency against a list of business rules. Where inaccuracies are found, the system will generate error messages. After the Validation step, if the data passed all the validation steps, messages will appear telling you that the data is valid and reminding you to save the data.



Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

System Messages
This tab is valid, and can be saved

Additional Expense/Comments

Expenses	\$	Description
----------	----	-------------

VMS System Message – Tab is valid and can be saved

If any of the entered data items fail validation, the following System Message will be displayed at the top of the form warning you that there may be errors with the entered data. Explanatory messages will appear under the erroneous fields.

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

System Messages
Please validate each field and correct errors

Voucher UML and HAP

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 12 Month	Avg HAP Year to Date
Litigation	123							
1 Year Mainstream		10	10			11,992	11,654	

*Because you have entered a value in this field, you must enter a value greater than zero (0) in the corresponding Litigation HAP field.

VMS System Message – Cross-Validation Error Message

VOUCHER UML and HAP

Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month
Litigation					123	

*Because you have entered a value in this field, you must enter a value greater than zero (0) in the corresponding Litigation field.

VMS System Message – Cross-Validation Error Message



Above are examples of errors found during the cross validation comparison of fields. For every UML field that has a corresponding HAP field, if one contains an amount, they must both contain amounts. Below are examples of errors found during the simple alphanumeric checking, and the Hard Edit Error check.

Other Voucher Reporting Requirements

Number of Vouchers Under Lease (HAP Contract) on the last day of the Month

*Sorry, this field is required. Please enter a valid value.

Temporary Housing Units to HCV Conversion - Leasing

VMS System Message – Data Entry Error Message

Above is an example of a simple error message.

Below is an example of a Hard Edit error.

Total Vouchers 127

**Error HE008: Voucher utilization is not within the standard range. PHA should review the UMLs entered for each category to ensure accuracy.

Explanation	Comment
-- Select Below --	Write comment here if you selected "Other"

HE008 - New Units
HE008 - Transfer
HE008 - Leasing Decreased
HE008 - Leasing Increased
HE008 - Revised Payment Standards
HE008 - HA is using NRA or NUA
HE008 - Absorbed Portables
HE008 - Other

VMS System Message – Hard Edit Error Message



3.4.1 Fields Subject to Cross Validation

Every UML field with a corresponding HAP field is subject to Cross Validation error checking, and vice versa. If an amount is present in one of the fields, an amount must also be present in the corresponding field.

The fields subject to Cross Validation Error Checking are listed below:

- | | |
|--|---|
| • Litigation | Litigation HAP |
| • 1 Year Mainstream | 1 Year Mainstream HAP |
| • Homeownership | Homeownership HAP |
| • Moving to Work | Moving to Work HAP |
| • Family Unification | Family Unification HAP |
| • Portable Vouchers Paid | Portable Vouchers Paid HAP |
| • HOPE VI | HOPE VI HAP |
| • Tenant Protection | Tenant Protection HAP |
| • Veteran's Affair Supported
Housing (VASH) Voucher | Veterans Affair Supported
Housing (VASH) HAP |
| • DHAP to HCV Vouchers
Leased | DHAP to HCV Vouchers
Leased HAP |
| • All Other Vouchers | All Other Vouchers HAP |
| • Portable Units Administered | Portable Units Administered HAP |
| • 5 Year Mainstream | 5 Year Mainstream HAP |
| • DVP Families Assisted | DVP Families Assisted HAP |
| • DVP Homeless Families Assisted | DVP Homeless Families Assisted HAP |
| • DHAP Families Assisted | DHAP Families Assisted HAP |
| • DHAP-IKE Families Assisted | DHAP-IKE Families Assisted HAP |
| • Disaster Portable Units
Administered | Total HAP for Disaster Portable
Units Administered |

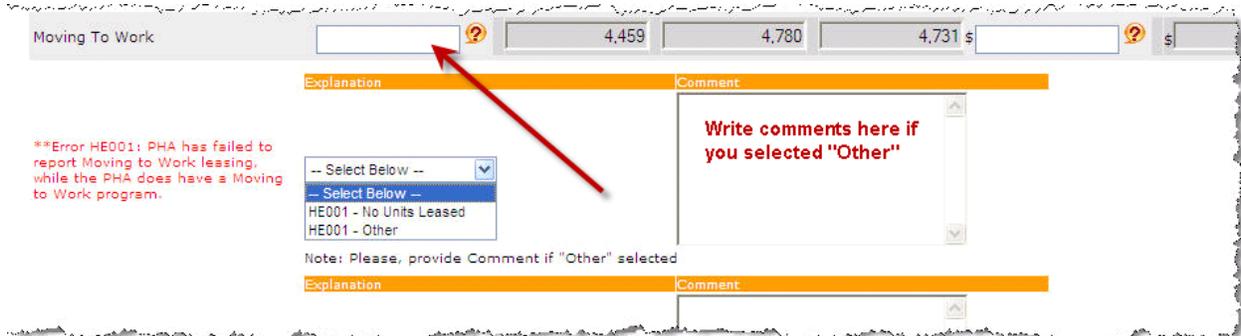
3.4.2 Hard Edit Error Messages

NOTE: During the validation process, data entered is validated against specific business rules associated with hard edits. The system prevents the user from submitting data that fails to meet the business rules. Data that fails a hard edit is not necessarily incorrect – the data may fall outside reasonable ranges. The PHA can either correct the data, or explain it. If you opt to explain it, you will be able to submit data with a status of “Pending Hard Edit”. To complete this submission, approval by the PHA’s Financial Analyst is required. The Financial Analyst can generate a report of submissions containing Hard Edit explanations. The Financial Analyst must review and either approve or disapprove the submission.

The following fields of the monthly UML data will be compared to the ACC unit data. If the entered data fails the criteria for hard edits, an error message will display and you will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as submitted. The following displays each of the hard edits under the Units section.

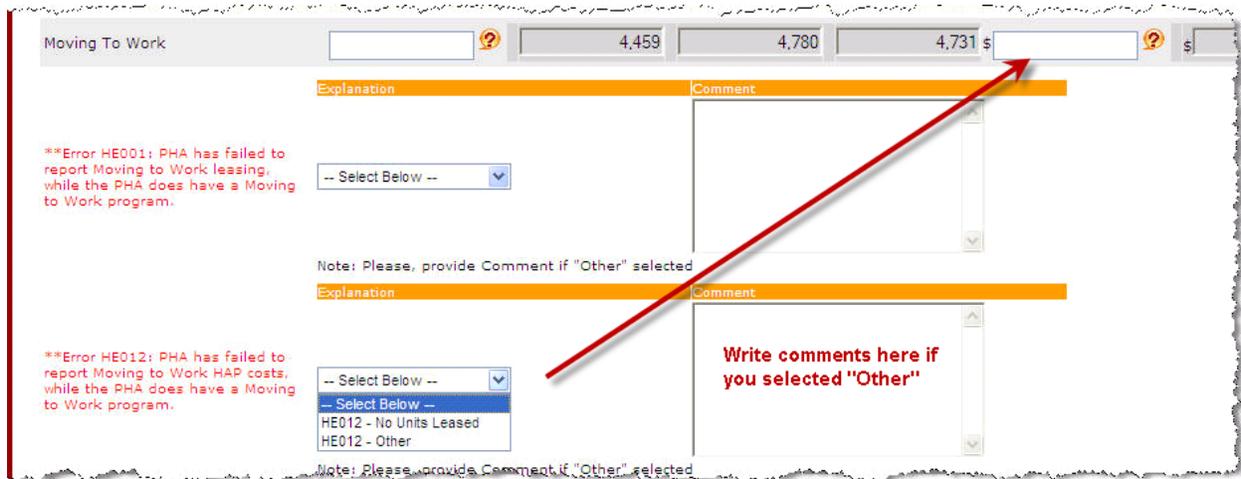


Moving To Work– Error HE001 will display if the PHA has units or dollars contracted under the Moving to Work program option (is operating under a MTW agreement), and the PHA has failed to report in this section



Moving To Work– Error HE001

Moving to Work HAP– Error HE012 will display if the PHA has units or dollars contracted under the Moving to Work program option (is operating under a MTW agreement), and the PHA has failed to report in this section



Moving to Work HAP– Error HE012



Moving To Work– Error HE002 will display if the PHA does not have a MTW program and the PHA has reported MTW leasing in this section

Moving To Work– Error HE002

Note: If the value of the Moving to Work field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

Moving to Work HAP– Error HE013 will display if the PHA does not have a MTW program and the PHA has reported MTW HAP expenses in this section.

Moving to Work HAP– Error HE013

Note: If the value of the Moving to Work HAP field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down



Family Unification- Error HE028 will display if the PHA has received an increment under the Family Unification program, and the PHA has failed to report in this section

Family Unification- Error HE028

Family Unification HAP- Error HE014 will display if the PHA has or ever had received an increment under the Family Unification program, and the PHA has failed to report in this section

Family Unification HAP- Error HE014



Family Unification- Error HE029 will display if the PHA has never received a Family Unification program increment and the PHA has reported Family Unification leasing in this section.

Family Unification 22

Explanation Comment

**Error HE029: PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.

-- Select Below --

-- Select Below --

HE029 - No Units Leased

HE029 - Other

Note: Please, provide Comment if "Other" selected

Family Unification- Error HE029

Note: If the value of the Family Unification field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

Family Unification HAP– Error HE015 will display if the PHA has never received a Family Unification program increment and the PHA has reported Family Unification HAP expenses in this section.

Family Unification 10 HAP 111

Explanation Comment

**Error HE029: PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.

-- Select Below --

-- Select Below --

HE015 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

Family Unification HAP– Error HE015



Tenant Protection – Error HE003 will display if the PHA has received a tenant protection increment and the PHA has not reported tenant protection leasing

Tenant Protection – Error HE003

Tenant Protection – Error HE004 will display if the PHA has not been awarded a tenant protection increment and the PHA has reported TP leasing in this section.

Tenant Protection – Error HE004

Note: If the value of the Tenant Protection field is not empty, the PHA user will not be allowed to choose the "TP units received but not yet leased" option from the drop down



Tenant Protection HAP- Error HE016 will display if the PHA has received a tenant protection increment and the PHA has not reported tenant protection HAP costs

Tenant Protection

Explanation

Comment

**Error HE003: PHA has failed to report tenant protection leasing, while the PHA has received one or more awards of tenant protection units.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation

Comment

**Error HE016: PHA has failed to report Tenant Protection HAP costs, while the PHA has received one or more awards of Tenant Protection units.

-- Select Below --

-- Select Below --

HE016 - TP units received but not yet leased

HE016 - TP units received but not leased by eligible families

HE016 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

Tenant Protection HAP- Error HE016

Tenant Protection HAP- Error HE017 will display if the PHA has not been awarded a tenant protection increment and the PHA has reported TP HAP costs in this section.

Tenant Protection

10,000

10,000

Explanation

Comment

**Error HE004: PHA has reported tenant protection leasing, but PHA has not received an award of tenant protection units.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation

Comment

**Error HE017: PHA has reported Tenant Protection HAP costs, but the PHA has not received an award of Tenant Protection units.

-- Select Below --

-- Select Below --

HE017 - TP units received but not yet leased

HE017 - TP units received but not leased by eligible families

HE017 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

Tenant Protection HAP- Error HE017

Note: If the value of the Tenant Protection field HAP is not empty, the PHA user will not be allowed to choose the "TP units received but not yet leased" option from the drop down



Enhanced Vouchers – Error HE005 will display if the PHA tries to report more Enhanced Vouchers than the number of Tenant Protection units reported; an error will also occur if the PHA has not been awarded a tenant protection increment and the PHA has reported in this section. Note that a PHA may have a tenant protection increment that did not assist any tenants eligible for enhanced vouchers.

Tenant Protection	62				\$
Enhanced Vouchers	65				
**Error HE005: PHA may not report more Enhanced Vouchers than the number of Tenant Protection Vouchers reported.					
-- Select Below --					
-- Select Below --					
HE005 - Enhanced Vouchers are gap funding					
Note: Please, provide Comment if "Other" selected					

Enhanced Vouchers – Error HE005



Veterans Affairs Supportive Housing (VASH) - Error HE006 will display if the PHA has received a VASH increment in FFY 2008 or later, and has not reported VASH leasing costs

Explanation	Comment
**Error HE006: PHA has failed to report VASH leasing, while the PHA does have a VASH award for 2008 or later.	
-- Select Below --	
-- Select Below --	
HE006 - VASH HAP units received but not yet leased	
HE006 - Other	

Note: Please, provide Comment if "Other" selected

Veterans Affairs Supportive Housing (VASH) - Error HE006

Veterans Affairs Supportive Housing (VASH) - Error HE007 will display if the PHA has not been awarded a VASH increment and the PHA has reported VASH leasing in this section.

Explanation	Comment
**Error HE007: PHA has reported VASH leasing, but the PHA has not received an award of VASH units in FFY 2008 or later.	
-- Select Below --	
-- Select Below --	
HE007 - VASH HAP units received but not yet leased	
HE007 - Other	

Note: Please, provide Comment if "Other" selected

Veterans Affairs Supportive Housing (VASH) - Error HE007

Note: If the value of the *Veterans Affairs Supportive Housing (VASH)* field is not empty, the PHA user will not be allowed to choose the "VASH HAP units received but not yet leased" option from the drop down



Veterans Affairs Supportive Housing (VASH) HAP- Error HE018 will display if the PHA has received a VASH increment in FFY 2008 or later, and not reported VASH HAP costs

Veterans Affairs Supportive Housing (VASH) HAP- Error HE018

Veterans Affairs Supportive Housing (VASH) HAP- Error HE019 will display if the PHA has not been awarded a VASH increment and the PHA has reported VASH HAP costs in this section.

Veterans Affairs Supportive Housing (VASH) HAP- Error HE019

Note: If the value of the Veterans Affairs Supportive Housing (VASH) HAP field is not empty, the PHA user will not be allowed to choose the "VASH HAP units received but not yet leased" option from the drop down



DHAP to HCV Vouchers Leased - Error HE030 will display if the PHA has units or dollars contracted under the DHAP to HCV program and the PHA has failed to report vouchers in this section.

DHAP to HCV Vouchers Leased - Error HE030

DHAP to HCV Vouchers Leased - Error HE031 will display if the PHA does not have a DHAP to HCV program and the PHA has reported vouchers in this section

DHAP to HCV Vouchers Leased - Error HE031

DHAP to HCV Vouchers HAP Error HE032 will display if the PHA has units or dollars contracted under the DHAP to HCV program and the PHA has failed to report costs in this section

DHAP to HCV Vouchers Leased - Error HE032



DHAP to HCV Vouchers HAP - Error HE033 will display if the PHA has reported DHAP to HCV Voucher HAP costs, but the PHA does not have a DHAP to HCV program.

DHAP to HCV Vouchers Leased 2,000 \$ 2,000 \$

Explanation **Comment**

****Error HE031:** PHA has reported DHAP to HCV Vouchers Leased, but PHA does not have a DHAP to HCV program.

-- Select Below --

Note: Please, provide Comment if "Other" selected

Explanation **Comment**

****Error HE033:** PHA has reported DHAP to HCV Voucher HAP costs, but PHA does not have a DHAP to HCV program.

-- Select Below --
-- Select Below --
HE033 - DHAP to HCV vouchers received but none leased
HE033 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

DHAP to HCV Vouchers Leased - Error HE033

Total Vouchers- Error HE008 displays if Voucher Utilization is not within a standard range calculated from prior periods in the last 12 months.

Total Vouchers 127 \$

Explanation **Comment**

****Error HE008:** Voucher utilization is not within the standard range. PHA should review the UMLs entered for each category to ensure accuracy.

-- Select Below --
-- Select Below --
HE008 - New Units
HE008 - Transfer
HE008 - Leasing Decreased
HE008 - Leasing Increased
HE008 - Revised Payment Standards
HE008 - HA is using NRA or NUA
HE008 - Absorbed Portables
HE008 - Other

Note: Please, provide Comment if "Other" selected

Write comment here if you selected "Other"

Total Vouchers - Error HE008

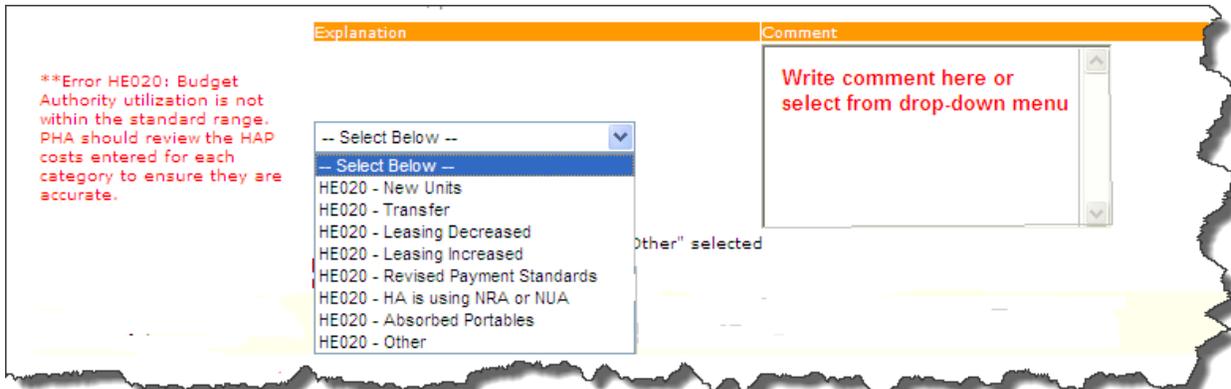


Total Vouchers - Error HE009 The system validates the VMS monthly UML total data to the reported monthly UML data for the increase as well as decrease within the reporting cycle plus the previous 12 months. If the change in voucher utilization is greater or less than the expected range, **Error HE009** will display and the user will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as is.



Total Vouchers--- Error HE009

Total HAP Amount - Error HE020 displays when total HAP expenses is not within a reasonable range. The system validates the VMS monthly HAP total data to the reported monthly HAP data within the reporting cycle plus the previous 12 months. If the entered data fails the edits criteria for the hard edits, **Error HE020**(HAP Total) will display and the user will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as is.



Total HAP Amount - Error HE020



Total HAP Amount - Error HE021 The system validates the VMS monthly HA total data to the reported monthly HAP data for the increase as well as decrease within the reporting cycle plus the previous 12 months. If the change in Budget Authority utilization from the prior periods in the previous 12 months is greater or less than expected, **Error HE021** will display and the user will need to make the correction OR select one of the options from the drop-down box and for other enter comment to explain why the data is correct as is.

The screenshot shows the 'Total Vouchers' section of the VMS interface. It features a table with two columns: 'Explanation' and 'Comment'. A dropdown menu is open, showing options: '-- Select Below --', 'HE021 - New Units', 'HE021 - Transfer', 'HE021 - Leasing Decreased', 'HE021 - Leasing Increased', 'HE021 - Revised Payment Standards', 'HE021 - HA is using NRA or NUA', 'HE021 - Absorbed Portables', and 'HE021 - Other'. A red banner highlights the 'Other Voucher Reporting R' section, which includes the text: 'Number of Vouchers Under Lease (HAP Contract) on the last day of the Month'. A green arrow points to the dropdown menu, and another green arrow points to the comment field, which contains the text: 'Write comment here if you selected "Other" from drop-down menu'. A note below the table reads: 'Note: Please, provide Comment if "Other" selected'.

Total HAP Amount - Error HE021

5 Year Mainstream - Error HE010 will display if the PHA has units or dollars contracted under the 5 Year Mainstream program, and the PHA has failed to report in this section.

The screenshot shows the '5 Year Mainstream' section of the VMS interface. It features a table with two columns: 'Explanation' and 'Comment'. A dropdown menu is open, showing options: '-- Select Below --', 'HE010 - No Units Leased', and 'HE010 - Other'. A red banner highlights the error message: '**Error HE010: PHA has failed to report 5 Year Mainstream leasing, while the PHA does have a 5 Year Mainstream program.' A note below the table reads: 'Note: Please, provide Comment if "Other" selected'.

5 Year Mainstream- Error HE010



5 Year Mainstream - Error HE011 will display if the PHA does not have a 5 Year Mainstream program and the PHA has reported 5 Year Mainstream leasing in this section.

5 Year Mainstream - Error HE011

Note: If the value of the 5 Year Mainstream field is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down

Note: VMS will allow 5 yr Mainstream agencies to have no entry in the Total Voucher and Total HAP fields

5 Year Mainstream HAP - Error HE022 will display if the PHA has units or dollars contracted under the 5 Year Mainstream program, and the PHA has failed to report in this section

5 Year Mainstream HAP - Error HE022



5 Year Mainstream HAP - Error HE023 will display if the PHA does not have a 5 Year Mainstream program and the PHA has reported 5 Year Mainstream HAP costs in this section.

5 Year Mainstream: 100, \$ 1,000

****Error HE011:** PHA has reported 5 Year Mainstream leasing, but PHA does not have a 5 Year Mainstream program.

Explanation: -- Select Below --

Note: Please, provide Comment if "Other" selected

****Error HE023:** PHA has reported 5 Year Mainstream HAP costs, but PHA does not have a 5 Year Mainstream program.

Explanation: -- Select Below --

- HE023 - No Units Leased
- HE023 - New Units
- HE023 - Transfer
- HE023 - Leasing Decreased
- HE023 - Leasing Increased
- HE023 - Revised Payment Standards
- HE023 - HA is using NRA or NUA
- HE023 - Absorbed Portables
- HE023 - Other

Form 52681-B Action: Cancel Print

Write comments here if you selected "Other"

5 Year Mainstream HAP - Error HE023

5 Year Mainstream HAP - Error HE024 will display if the 5 Year Mainstream HAP data is not within the standard range. If your reason is "Other", you must enter further explanation in the comment box.

5 Year Mainstream: 58, \$ 19,391

****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.

Explanation: -- Select Below --

- No Units Leased
- New Units
- Transfer
- Leasing Decreased
- Leasing Increased
- Revised Payment Standards
- HA is using NRA or NUA
- Absorbed Portables
- Other

Form 52681-B Action: Cancel Print Format

Write explanation here if you select "Other"

5 Year Mainstream HAP---Error HE024

Note: If the value of the 5 Year Mainstream HAP is not empty, the PHA user will not be allowed to choose the "No Units Leased" option from the drop down



All Voucher HAP Expenses after the First of Month--- Error HE025 will display if the PHA tries to report Mid-Month expenses that exceed 5% of the first of the month costs

All Voucher HAP Expenses after the First of Month--- Error HE025

The system validates the VMS Family Self Sufficiency (FSS) Coordinator Expenses Covered by FSS Grant data to the HUDCAPS available funding data. If the entered data fails the edits criteria for the hard edits, an error message will display and the user will need to make the correction OR enter a comment from the drop-down box or a personalized comment to explain why the data is correct as is. The following displays the hard edits under the FSS Coordinator Expenses section:

(FSS) Coordinator Expenses Covered by FSS Grant – Error HE026 will display when expenses covered by FSS Grant are not reported and funding is available.

(FSS) Coordinator Expenses Covered by FSS Grant – Error HE026

NOTE: If the value of the (FSS) Coordinator Expenses Covered by FSS Grant field is not empty, the PHA user will not be allowed to choose the "FSS program not yet implemented" option from the drop down



(FSS) Coordinator Expenses Covered by FSS Grant --Error HE027 will display if FSS expenses covered by FSS Grant are reported and there is no available funding

Administrative Expenses

FSS Coordinator Expenses Covered by FSS Grant \$ 123

Explanation **Comment**

**Error HE027: PHA has no active FSS program, but has reported FSS expenses.

-- Select Below --
-- Select Below --
HE027 - FSS program not yet implemented
HE027 - Other

Note: Please, provide Comment if "Other" selected

(FSS) Coordinator Expenses Covered by FSS Grant --Error HE027

3.5 Point-OF Contact Pre-Population and Email Feature

The PHA Information Tab differs from the other data entry tabs in two significant ways:

1. Much of the data on this Tab is pre-populated.
 - Initial HA information is supplied from the PIC database.
 - PHA Contact Information is initially entered by the PHA user. Once PHA Contact Information has been entered, it will stay, pre-populating the fields of this Tab for new submissions until someone enters different information in the fields.
2. There are hyperlinks in the Program Area FMC and Program Area Field Office sections of the Tab which help the user to draft and send an email to the FMC FA or Field Office point of contact

The notations on the example screen below explain where the data comes from for pre-populated fields. The PHA contact information can be changed by the PHA user. Once changed, the data will remain and continue to re-populate the fields for subsequent months.



Homes & Communities
U.S. Department of Housing and Urban Development

Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CT015 Housing Authority of the City of Ansonia MONTH: April YEAR: 2010 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

PHA Contact Information

PHA Contact Information

HA Number	CT015	← Provided by the system
HA Name	Housing Authority of the City of Ansonia	← Provided by the system
HA FYE	12/31	← Provided by the system
Name of HA Point of Contact	Gwen Archer	← Entered by the PHA user
Point of Contact Phone	(203) 736-8888	← Entered by the PHA user
Ext.:	16	← Entered by the PHA user
Point of Contact E-mail Address	garcher@ansoniahousi	← Hyperlink
Name of Authorized HA Official	BOBBI STRACKER	← Provided by the system
Official Housing Authority E-mail Address	User01_PIH-VMS@huddev.gov	← Provided by the system
Program Area Point of Contact - FMC		
FMC Financial Analyst	BOBBI M STRACKER	← Provided by the system
E-mail Address	User01_PIH-VMS@huddev.gov	← Hyperlink
FA Phone Number	(816) 426-6165	← Entered by the PHA user
Ext.:		← Entered by the PHA user
Program Area Point of Contact - Field Office		
Field Office Code	1EPH	← Provided by the system
Field Office Name	HARTFORD PROGRAM CENTER	← Provided by the system
Field Office Point of Contact	Damaris ReyesGoodman	← Provided by the system
New FO POC E-mail Address	User01_PIH-VMS@huddev.gov	← Hyperlink
FO POC Phone Number	(860) 240-9771	← Entered by PHA user
Ext.:		← Entered by PHA user
REAC Technical Assistance Center		
Technical Assistance Center	1-888-245-4860	
Form 52681-B Action:	Validate Save Reset Cancel Print	

Pre-populated Point of Contact Fields And Hyperlinks

When you click on the Point of Contact FMC hyperlink, the following screen appears: (a similar screen appears for the Point of Contact Field Office hyperlink)



Voucher Management System February 18, 2016

POC: Send Email

Enter Sender's Contact Information

Sender's First Name:

Sender's Last Name:

Sender's E-mail:

Receiver's Information:

Receiver's E-mail: User01_PIH-VMS@huddev.gov

Subject:

Message:

Back Reset Submit

FMC Point of Contact Email Page

This allows the PHA user to draft an Email to the FMC Point of Contact (POC) and have it sent. The FMC POC User-ID is pre-populated. The sender fills in the rest.

The buttons at the bottom of the page are:

- **Back:** returns to the PHA Information Tab
- **Reset:** erases all data entered by the sender
- **Submit:** checks the message for errors. If no errors, the message is displayed for review:

Voucher Management System February 18, 2016

POC: Send Email

Sender's Contact Information

Sender's First Name: Jennie

Sender's Last Name: Segal

Sender's E-mail: Jennie.L.Segal@hud.gov

This e-mail will be sent to: User01_PIH-VMS@huddev.gov

Subject: Trial message

Message: This is the body of the message

Back Send Email

Email message Review Page



The user can click “Send Email” to send the message, or click “Back” to return to the previous page.

3.6 Submit Monthly Data

After the data has been entered into the VMS system and everyone concerned is satisfied that data it is correct, you will need to submit the Monthly Voucher Data by opening the “Submission” tab and clicking the “Submit” button.

Navigate to the desired month’s 52681-B form as described in the Manage PHA Data Section 4.1. Then click on the “Submission” tab button at the top, a two-part Submission tab will appear, displaying Validation History and Submission History.

Voucher Management System
Manage PHA Data

PA011 Bethlehem Housing Authority MONTH: August YEAR: 2010

Validation History

Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	01/20/2011 14:36:20	M79511: Name is NOT available	09/13/2010 13:34:22
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other - see above	M79511: Name is NOT available	01/20/2011 14:36:20	M79511: Name is NOT available	09/13/2010 13:34:22
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	01/20/2011 14:36:57	M79511: Name is NOT available	01/20/2011 14:37:12
Voucher UML and HAP	Tenant Protection HAP	HE018 - Other - see above	M79511: Name is NOT available	01/20/2011 14:36:57	M79511: Name is NOT available	01/20/2011 14:37:12
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	09/13/2010 10:40:24	M79511: Name is NOT available	09/13/2010 10:40:24
Voucher UML and HAP	Tenant Protection HAP	HE018 - Other - see above	M79511: Name is NOT available	09/13/2010 10:40:24	M79511: Name is NOT available	09/13/2010 10:40:24
Voucher UML and HAP	Tenant Protection	HE003 - Other - see do not have this	M79511: Name is NOT available	09/13/2010 10:43:50	M79511: Name is NOT available	09/13/2010 10:43:50
Voucher UML and HAP	Tenant Protection HAP	HE018 - Other - see above	M79511: Name is NOT available	09/13/2010 10:43:50	M79511: Name is NOT available	09/13/2010 10:43:50

Submission History

Account Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
23340046	AHE	Hard Edit Approved	H01888	SYSTEM	<input type="checkbox"/>	01/20/2011 14:39:31
23340046	PHE	Pending Hard Edit	M79511	SYSTEM	<input type="checkbox"/>	01/20/2011 14:37:12
23340046	RVS	Revised	M79511	SYSTEM	<input type="checkbox"/>	01/20/2011 14:36:57
23299192	RVS	Revised	M79511	SYSTEM	<input type="checkbox"/>	01/20/2011 14:36:20
23299192	AHE	Hard Edit Approved	H01875	SYSTEM	<input type="checkbox"/>	09/13/2010 14:06:36
23299192	PHE	Pending Hard Edit	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 13:34:22
23299192	SAV	Saved	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 13:34:04
23299095	SAV	Saved	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 10:43:50
23299091	DRA	Saved	M79511	SYSTEM	<input type="checkbox"/>	09/13/2010 10:40:24

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the link in the "Updated Date/Time" column to select the required report and click on the "Multiple Print" button. To clear selected reports, click on the "Select/DeSelect" button.

Multiple Print Print Screen Submit Cancel

VMS Submissions Tab

Click on the “Submit” button at the bottom of the screen and the following screen will display:

Voucher Management System
Manage PHA Data

Monthly Voucher Data Validation and Save Page

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

<< Back to previous page

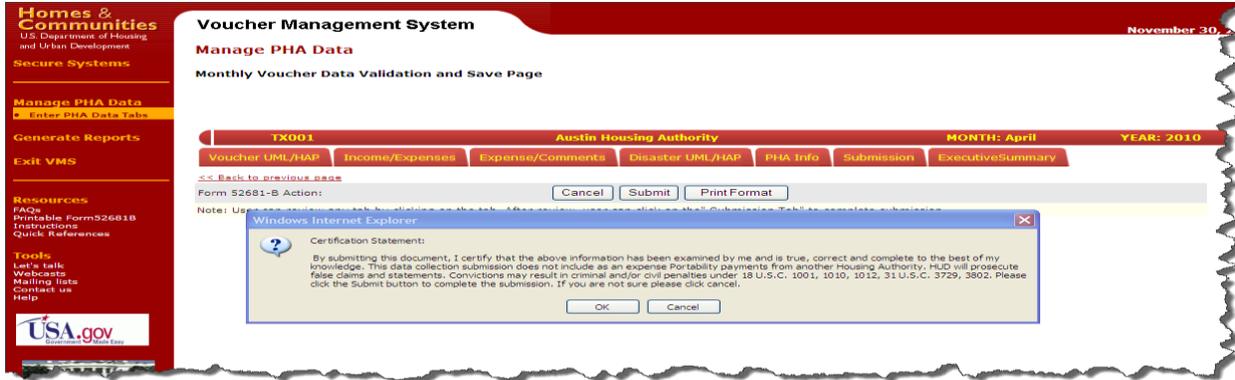
Form 52681-B Action:

Note: User can review any tab by clicking on the tab. After review, user can click the "Submission Tab" to complete submission

VMS Submissions Screen



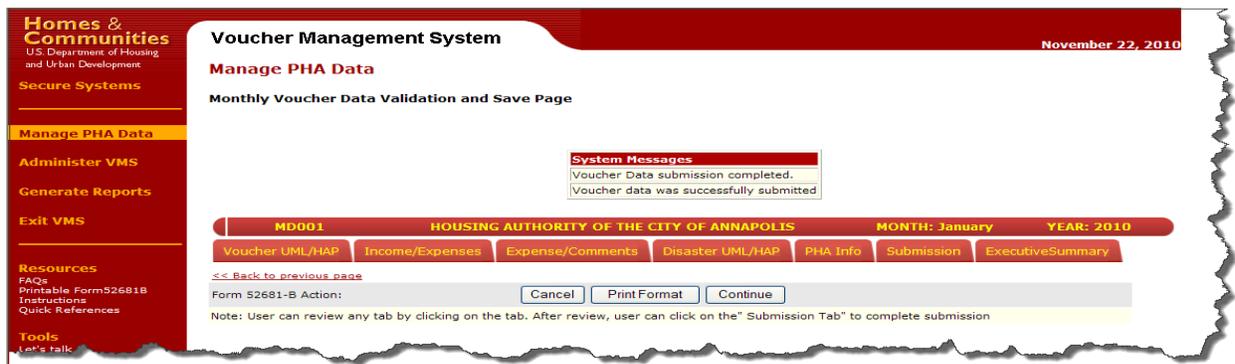
Press the “Submit” button on this screen. The system will display a blue window requesting that you certify that the submission data it is true, correct, and complete, and that it does not contain as an expense Portability payments from another Housing Authority.



VMS Certification Message Screen

By clicking on the “OK” button, you are certifying the accuracy of the monthly submission. If you are not sure the document is ready to be submitted, click on the “Cancel” button, and you will be returned to the previous screen.

If you pressed the “OK” button, and if your Monthly Submission passes a final validation check, the following screen will display. At the top will be a System Messages window with a message stating that the submission process is complete, and that the Voucher data was successfully submitted.

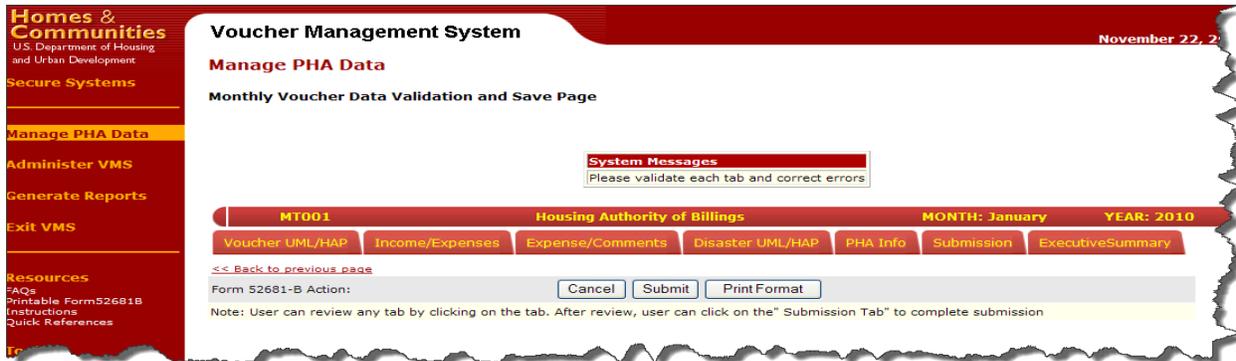


VMS System Message – Submission completed

Press the “Continue” button to return to the List of Submissions page.

You may press the “Print Format” button if you wish to print the submission data, **after** you have received the window confirming that your submission was successful.

If you pressed the “OK” button, and if your Submission did not pass the final validation check, the screen below will display. The System Message at the top alerts you that the submission process **was not successful**, and instructs you to return to each tabbed page to correct errors and re-validate the page.



VMS System Message – Validation Error

Click on the “Cancel” button. You will be returned to the List of Submissions page.

If you discover that the data is incorrect before submitting the month, you can cancel the process. Scroll down to the bottom of the Submit Month page and click the Cancel button. You will be returned to the List of Submissions page.

For Hard Edit submissions, the submitted status will be “Pending Hard Edits”.



List of Submissions Page

If PHA has additional months to submit, they would continue with the Submit Month process until all months have been submitted successfully and display “Submitted” or “Submitted – Hard Edit Approved” in the status column.

NOTE: A PHA will be unable to submit/validate subsequent months’ of data if they have a submission with the status of “Pending Hard Edits” until that “pending” submission is approved by the FMC FA.”

NOTE: Once the Month is submitted, the PHA can select another month to enter, edit and submit data available, otherwise the user can log out of VMS (Section 3.4) if finished with the transaction.

The PHA can quit the submission process prior to submitting by pressing the cancel button on the Submit Month display screen. Once the cancel button is selected, the system returns the user back to the List of Submissions page showing the cancelled month submission as “Saved” if data was previously saved or “Not Entered” if data was not saved.



List of Submissions		
PHA Code	DC001	
PHA name	D.C Housing Authority	
FYE	09/30	
Month	Status	Last Updated By
July 2009	Not Entered	
June 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 10 August 2009
May 2009	Submitted - Hard Edit Approved	FIRST - HVMS13 LAST - vms 07 July 2009
April 2009	Submitted - Hard Edit Approved	FIRST - HVMS20 LAST - vms 05 July 2009
March 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 22 June 2009
February 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 22 June 2009
January 2009	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 18 June 2009
December 2008	Submitted - Hard Edit Approved	FIRST - HVMS20 LAST - vms 28 May 2009
November 2008	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms 14 May 2009
October 2008	Submitted - Hard Edit Approved	First Name, Last Name Unavailable 24 November 2008
September 2008	Submitted - Hard Edit Approved	FIRST - HVMS00 LAST - vms

List of Submission Page

The PHA should notify the FA when a monthly submission with a “Pending Hard Edit status” is made. The FA will then access the PHA’s submission, approve or disapprove the submission, and trigger the automatic notification to the PHA.

APPROVED SUBMISSION: An approval will trigger an approved email notification to be sent to the PHA. The FA can notify the PHA why the submission was approved by entering comments in the comment field of the Review and Approval page. These comments will be included in the email notification. An approval means the submission for that month is completed.

DISAPPROVED SUBMISSION: A disapproval will trigger a disapproved email notification to be sent to the PHA. The FA can notify the PHA why the submission was disapproved by entering comments in the comment field of the Review and Approval page and this would be included in the email notification. The PHA will have to edit the original submission, resubmit/correct the data, and notify the FA of the resubmission.

NOTE: An approval or disapproval on a submission by an FA will trigger an email notification being sent to the PHA. The email notifications are sent from the VMS automated email system which is not monitored for responses. PHA users should not respond to this email notification. Please contact your FA directly if you have questions. The email notification contains the following: PHA Number, PHA Name, Contact Point and Submission Month and Year and will be sent to the Point of Contact email address and CC to the official email address on Form 52681-B

3.7 Print Monthly Submission

All PHA users may View/Print Monthly data regardless of whether or not the month has been submitted. The Read-Only HUD users can only View/Print submitted monthly data. There are a number of print options, outlined below:

3.7.1 Individual Tab Prints

Each of the 5 data entry tabs has a button at the bottom to print that tab only: The data of the entire Tab will be formatted into a PDF report, which can be saved or printed. Prior to creating the report, the Tab must have first been validated and saved.

Below is an example of a Tab print button and the PDF format print of that entire Tab



Portable Units Administered \$

Number of Vouchers Covered by Project-Based AHAPs and HAPs

5 Year Mainstream 58 \$ 19,391

Form 52681-B Action:

VMS Data Input Screen – Print Button

Voucher Management System UML and HAP										
PHA Number	WA017	PHA Name	HA Of Asotin County				Reporting Month/Year	May 2010		
Current Version	9									
	UML	UML Last Month	Avg UML 12Mo	Avg UML YTD	HAP	HAP Last Month	Avg HAP 12 Mo	Avg HAP YTD		
Vouchers under lease on the First Day of the Month										
Litigation	10	123456789012	61728394511	61728394511	100	123456789012	61728394511	61728394511		
1 Year Mainstream	10	123456789012	61728394511	61728394511	100	123456789012	61728394511	61728394511		
Homeownership	10	123456789012	61728394511	61728394511	100	123456789012	61728394511	61728394511		
New This Month	10		0	0						
Moving To Work	10	123456789012	10288065751	30864197255	100	123456789012	10288065751	30864197255		
Family Unification	10	0	0	2	100	0	0	2		
2008 and 2009 Family Unification			0	0			0	0		
2008 and 2009 Non-Elderly Disabled			0	0			0	0		
Portable Vouchers Paid	10		3	7	100		2378	1787		
HOPE VI	10		10	10	100		10	10		
Tenant Protection	10	0	2	5	100	0	355	337		
Enhanced Vouchers	10		1	1						

PDF Format Report of Voucher UML & Hap Tab

3.7.2 Individual Submission Print

To generate a printer friendly version of an individual submission, click on the “Updated Date/Time” link for that submission in the bottom section of the Submission Tab:



:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
2300066	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	02/18/2011 08:04:57
2299970	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	01/12/2011 11:42:03
2299895	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	11/30/2010 13:05:32
2299846	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	11/08/2010 13:47:18
2299318	DRA	Original Submission	HVMS00	SYSTEM	<input type="checkbox"/>	07/26/2010 23:15:11

Click on "Updated Date / Time Link Of Submission Tab – Submission History Section

A PDF multi-page report of the entire submission will be created. You may save or print this report.

Voucher Management System						
Monthly Submission with Archived Data						
PHA Number	PADD5	PHA Name	ALLEGHENY COUNTY HOUSING AUTHORITY			Reporting Month/Year
Submission Date:			03/07/2011 15:15:37	03/07/2011 13:13:04		July 2010
Submission Status:			Saved	Saved		
Vouch UML and HAP						
Units						
Litigation			1	1		
1 Year Mainstream						
Homeownership						
New This Month						
Moving To Work			0	0		
Family Unification			0	0		
2008 and 2009 Family Unification						
2008 and 2009 Non-Elderly Disabled						
Portable Vouchers Paid						
HOPE VI						
Tenant Protection			0	0		
Enhanced Vouchers						

Page 1 of 7

Multi-Page PDF Report of a Single Submission



3.7.3 Multiple Submissions Report

To print multiple submissions reports, click on the check boxes for the desired submissions in the bottom section of the Submissions Tab, and click on the “Print Multiple Submissions” button at the bottom of the tab.

:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input type="checkbox"/>	Updated Date/Time
2300066	SAV	Saved Submission	M00300	SYSTEM	<input type="checkbox"/>	02/18/2011 08:04:57
2299970	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	01/12/2011 11:42:03
2299895	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	11/30/2010 13:05:32
2299846	SAV	Saved Submission	M00300	SYSTEM	<input checked="" type="checkbox"/>	11/08/2010 13:47:18
2299318	DRA	Original Submission	HVMS00	SYSTEM	<input type="checkbox"/>	07/26/2010 23:15:11

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the links in the "Updated Date/Time" column to select the required report and click on the "Multiple Print" button. To clear selected reports, click on the Select/Deselect button.

Multiple Print Print Screen Submit Cancel

Select Check Boxes and Click “Multiple Print” Button

Voucher Management System						
Monthly Submission with Archived Data						
PHA Number	PA011	PHA Name	Bethlehem Housing Authority			Reporting Month/Year
Submission Date:		02/02/2011 09:48:28	02/18/2011 08:04:57	01/12/2011 11:42:03	11/30/2010 13:05:32	11/08/2010 13:47:18
Submission Status:		Saved	Saved	Saved	Saved	Saved
Vouch UML and HAP						
Units						
Litigation		12	12	12		
1 Year Mainstream						
Homeownership						
New This Month						
Moving To Work		0	10	10	10	10
Family Unification		0	10	10	10	10
2008 and 2009 Family Unification						10
2008 and 2009 Non-Elderly Disabled						
Portable Vouchers Paid						
HOPE VI						
Tenant Protection		22	0	0	0	0
Enhanced Vouchers						

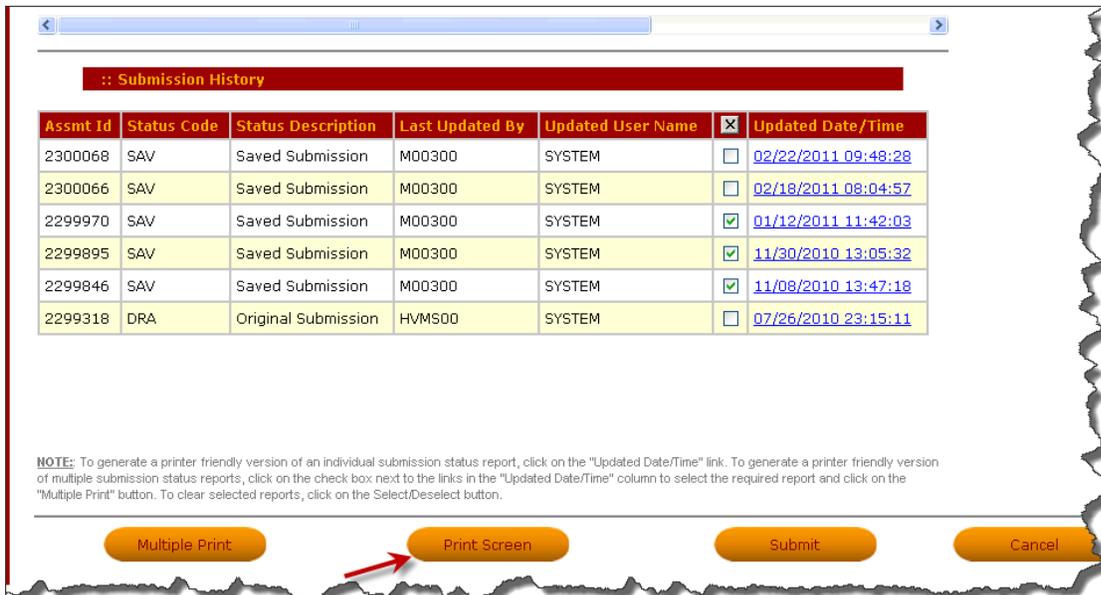
Page 1 of 7

Multi Submission PDF Report showing 5 Submissions



3.7.4 Submission Status PDF Report

You can print the Submission Validation History and Submission Status Tab in the same way that you printed the individual data entry tabs, by clicking on the “Print Screen” button at the bottom of the tab:



VMS Submission Page – Print Screen Button

Voucher Management System Submission Data						
PHA Number	PA006	PHA Name	ALLEGHENY COUNTY HOUSING AUTHORITY		Reporting Month	July 2010
Validation History						
Error on TAB	Field Name	Error Message with Number	Submitted By Date and Time		Reviewed By Date and time	
Voucher UML and HAP	Tenant Protection	HE003 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Total Vouchers	HE008 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Family Unification HAP	HE014 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	HAP Total	HE020 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Family Unification	HE028 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 13:13:04
Voucher UML and HAP	Tenant Protection	HE003 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Total Vouchers	HE008 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Family Unification HAP	HE014 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Tenant Protection HAP	HE016 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	HAP Total	HE020 - Other :d	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37
Voucher UML and HAP	Family Unification	HE028 - Other :t	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37	HVMS00: FIRST - HVMS00 LAST - vms	03/07/2011 15:15:37

PDF Version of Submission Tab

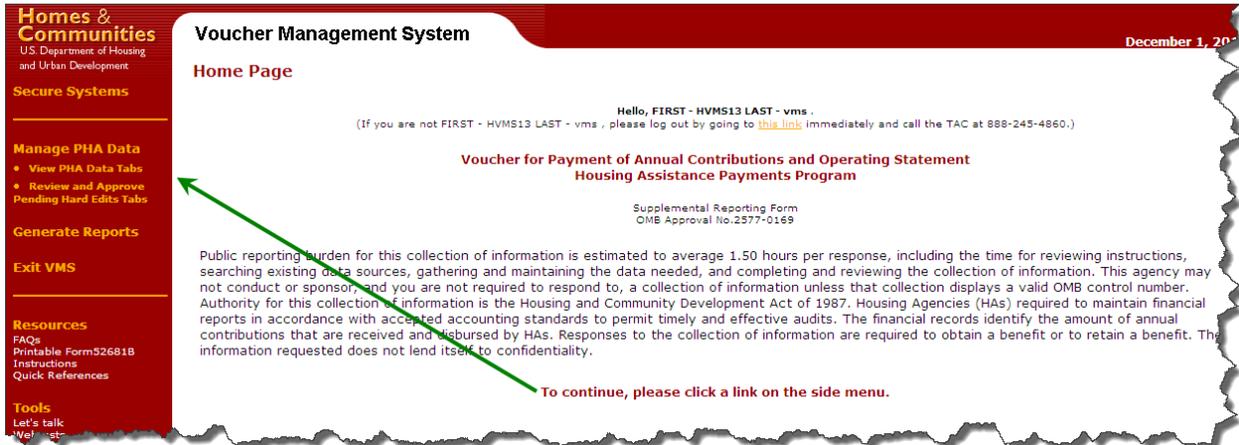


4.0 VIEW AND REVIEW PHA SUBMISSION (HUD USER)



4.0 VIEW AND REVIEW PHA SUBMISSION (HUD USER)

When the HUD user logs on to the VMS system to view the submitted PHA data, the Home Page is displayed. There are two options under the 'Manage PHA Data' side menu: "View PHA Data Tabs" and "Review and Approve Pending Hard Edits Tabs".

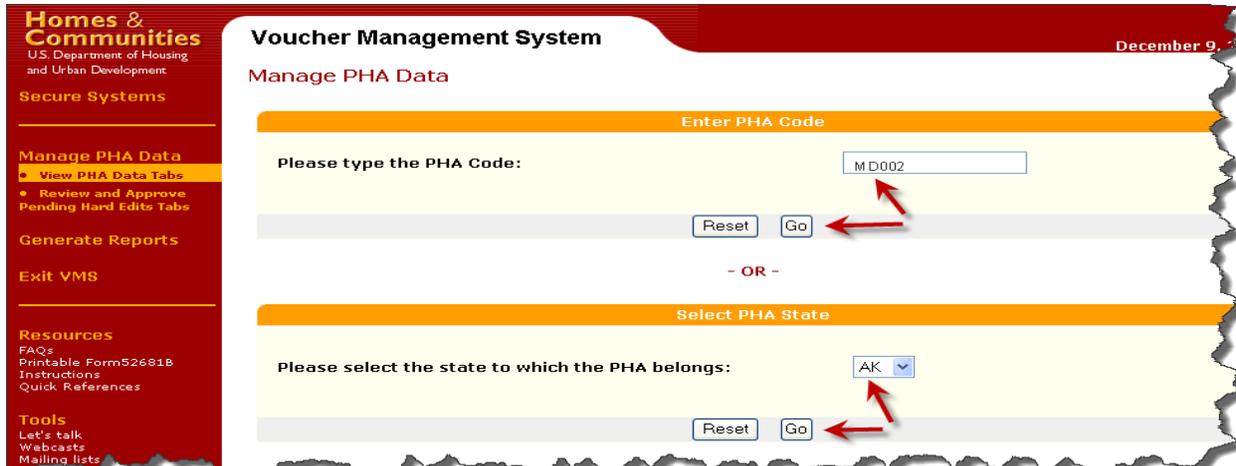


VMS Home Page

4.1 View PHA Data Tabs

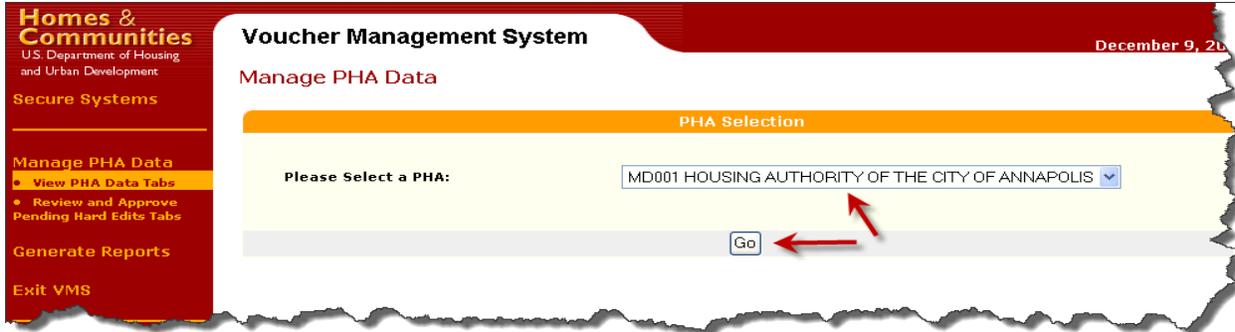
4.1.1 Single PHA users will automatically navigate to the List of Submissions page. If you have multiple PHAs associated Navigate to the PHA or Select a state code for the desired PHA submission data. If you are authorized to view multiple PHA's, the screen below will appear, allowing you to navigate to the desired PHA.

Enter the PHA code in the code box or select the appropriate State identifier and press "GO".



VMS PHA Selection Screen – Multiple PHA Assignment

If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state



PHA Selection from State Code

4.1.2 Select from the drop down menu the appropriate PHA and click on “Go” to access the PHA’s “List of Submissions” page, as displayed below.



VMS List of Submissions Page

4.1.2 The list of submissions page lists the current status of all the monthly submission for the current and past two fiscal years. To see historical documents past the prior to two prior years, the user needs to select the list all submissions link at the bottom of the page.

4.1.3 The form 52681B has been redesigned into a tabular format display. This tabular format enables the users to input all data for each funding category and to validate information against prior month and 12 month averages.



Homes & Communities
US Department of Housing and Urban Development
Secure Systems

Voucher Management System
Manage PHA Data
Monthly Voucher Data Validation and Save Page
Housing Authority Of Baltimore City
MONTH: April YEAR: 2010

Monthly PHA Data
View PHA Data
Review and Approve Pending Hard Edits
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Voucher UML and HAP

Voucher's Order Issue on (to Last Day of the Month)	UML	UML Last Month	Avg UML Last 3 Months	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 3 Months	Avg HAP Year to Date
Liigation								
1 Year Mainstream								
Homeownership								
New This Month								
Moving To Work		10,913	10,891	10,891		9,224,232	9,230,649	9,230,649
Family Unification								
2008 and 2009 Family Unification								
2008 and 2009 Non-Elderly Disabled								
Portable Vouchers Paid								
HOPE VI								
Tenant Protection	10	566	551	551	100	585,974	479,000	479,000
Enhanced Vouchers								
Veteran's Affairs Supported Housing VASST Voucher								
CHAP to HCV Vouchers Leased								
All Other Vouchers								
FSS Escrow Deposits								
All Voucher HAP Expenses After the First of Month					0	403,392	327,636	327,636
Total Vouchers	10	13,357	13,307	13,307	100	11,288,093	11,102,743	11,102,743

Note: Please provide Comment if "Other" selected

Other Voucher Reporting Requirements

Form 52681-B Action:

U.S. Department of Housing and Urban Development (HUD)
1117 7th Street, NW Washington, DC 20510

Tab 1: Voucher UML/HAP

Homes & Communities
US Department of Housing and Urban Development
Secure Systems

Voucher Management System
Manage PHA Data
Monthly Voucher Data Validation and Save Page
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Other Income and Expenses

Memorandum Reporting

Fraud Recovery Total Collected This Month \$

Interest or other income earned this month from the investment of HAP Funds and Net Restricted Assets \$

FSS Escrow Forfeitures This Month \$

Number of Hard to House Families Leased

Number of LBP Initial Clearance Tests

Portable HAP Costs Billed and Unpaid - 90 Days or Older \$

Number of LBP Risk Assessments

Administrative Expenses

FSS Coordinator Expenses Covered by FSS Grant \$

FSS Coordinator Expenses Not Covered by FSS Grant \$

Administrative Expenses \$

Audit \$

Financial Status

Net Restricted Assets (NRA) as of the Last Day of the Month \$

Unrestricted Net Assets (UNA) as of the Last Day of the Month \$

Cash/Investment as of the Last Day of the Month - Voucher Program Only \$

Form 52681-B Action:

U.S. Department of Housing and Urban Development (HUD)
1117 7th Street, NW Washington, DC 20510

Tab 2: Income / Expenses



Homes & Communities
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data
View PHA Data Tabs
Review and Approve Pending Hard Edits Tabs

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Voucher Management System
December 8, 2010

Manage PHA Data

Monthly Voucher Data Validation and Save Page

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Additional Expense/Comments

Expenses	\$	Description
Expense Amount 1	\$ <input type="text"/>	<input type="text"/>
Expense Amount 2	\$ <input type="text"/>	<input type="text"/>
Expense Amount 3	\$ <input type="text"/>	<input type="text"/>

Comments

Comments:

Form 52681-B Action:

Back to top

U.S. Department of Housing and Urban Development (HUD)

Tab 3: Additional Expense / Comments

Homes & Communities
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data
Enter PHA Data Tabs

Generate Reports

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Voucher Management System

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2011 VERSION: 9

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Disaster UML and HAP

	UML	HAP
Disaster Voucher Program (DVP)		
DVP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
DVP Homeless Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This month	<input type="text"/>	
Disaster Housing Assistance Program (DHAP-Katrina/Rita)		
DHAP Families Assisted	<input type="text"/>	\$ <input type="text"/>
New this month	<input type="text"/>	
Disaster Housing Assistance Program (DHAP-Ike/Gustav)		
DHAP-IKE Families Assisted	<input type="text"/>	\$ <input type="text"/>
New This Month	<input type="text"/>	
Security Deposits Paid		\$ <input type="text"/>
Utility Deposits Paid		\$ <input type="text"/>
Security Deposits Returned		\$ <input type="text"/>
Utility Deposits Returned		\$ <input type="text"/>
Disaster Relief - Non-KDHAP		
Disaster Portable Units Administered	<input type="text"/>	\$ <input type="text"/>

Tab 4: Disaster UML and HAP



Homes & Communities
U.S. Department of Housing and Urban Development
Secure Systems

Voucher Management System December 8, 2011

Manage PHA Data
Monthly Voucher Data Validation and Save Page

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

PHA Contact Information

PHA Contact Information

HA Number MD002

HA Name Housing Authority Of Baltimore City

HA FYE 06/30

Name of HA Point of Contact Paul Graziano

Point of Contact Phone (410) 396-8383

Ext.: 0

Point of Contact E-mail Address paul.graziano@habc.or

Name of Authorized HA Official JEAN BAUGHMAN

Official Housing Authority E-mail Address jean.baughman@hud.gov

Program Area Point of Contact - FMC

FMC Financial Analyst

E-mail Address

FA Phone Number

Ext.

Program Area Point of Contact - Field Office

Field Office Code

Field Office Name

Field Office Point of Contact

FO POC Phone Number

Ext.

RIAC Technical Assistance Center

Technical Assistance Center

Form 52681-B Action:

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Tab 5: PHA Contact Information Tab

For the HUD user, the Submission Tab does not allow an actual submission. It will allow you to review the validation history, the submission history, and to print the entire 5-tab submission data in one report.

Homes & Communities
U.S. Department of Housing and Urban Development
Secure Systems

Voucher Management System December 8, 2011

Manage PHA Data

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Validation History

Voucher UML and HAP	Total Vouchers	HE009 - Transfer ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE009 - Transfer ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE009 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - M00303 LAST - vms	11/30

Submission History

Error Tab	Field Name	Drop Down Selection	Entered By User	Enter
Voucher UML and HAP	Total Vouchers	HE009 - Transfer ;	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE009 - Transfer ;	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE009 - Transfer ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE020 - HA is using NRA or NUA ;	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Date/Time" link. To generate a printer friendly version of multiple submission status reports, click on the check box next to the links in the "Updated Date/Time" column to select the required report and click on the "Multiple Print" button. To clear selected reports, click on the Select/Deselect button.

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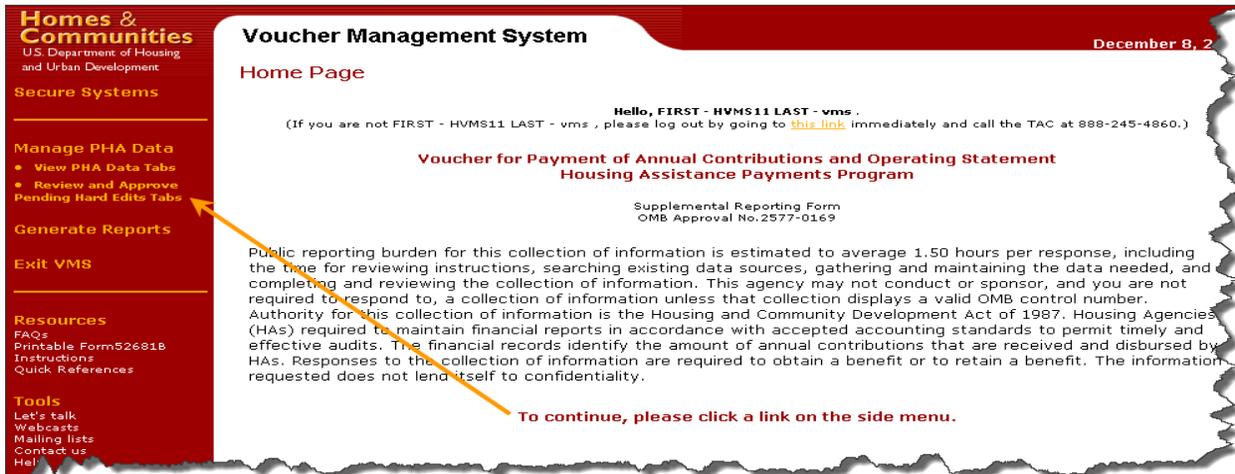
Tab 6: Submission



4.2 Review and Approve Pending Hard Edits

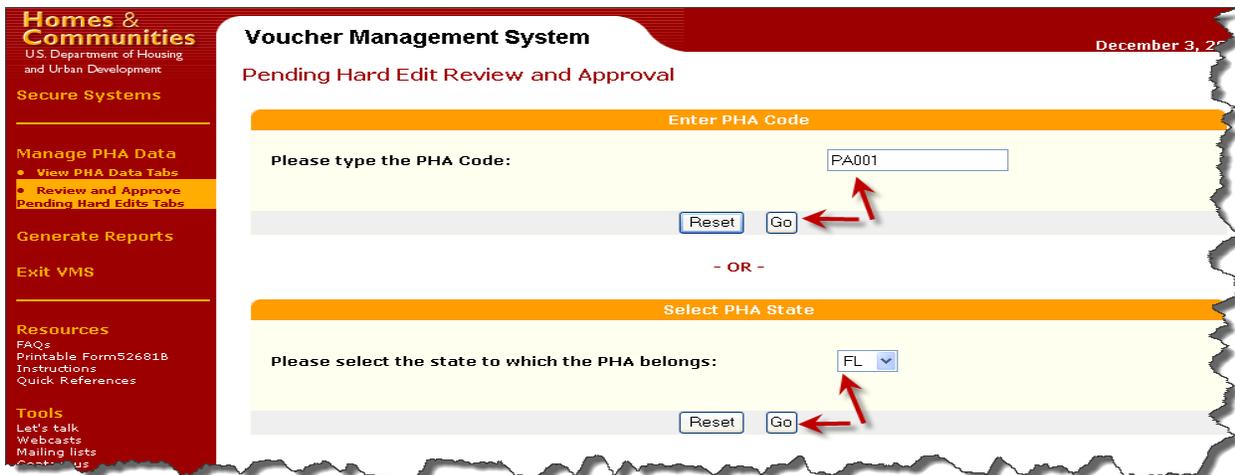
The Pending Hard Edit Review and Approval process takes place when a PHA has submitted its monthly voucher data with Hard Edits included. A Hard Edit is a field which has been flagged by the Validation process as an error, but which has been explained by the PHA to be correct after all. It is the responsibility of the Financial Analyst to review the data and explanations, and to either approve or disapprove the submission.

4.2.1 To begin a review of the submitted data, log into the VMS system and click the “Review and Approve Pending Hard Edits Tabs” link shown on the Home Page side menu.



VMS Home Screen

You will be prompted to enter either the PHA number or select the appropriate State Code and then click on go to proceed.

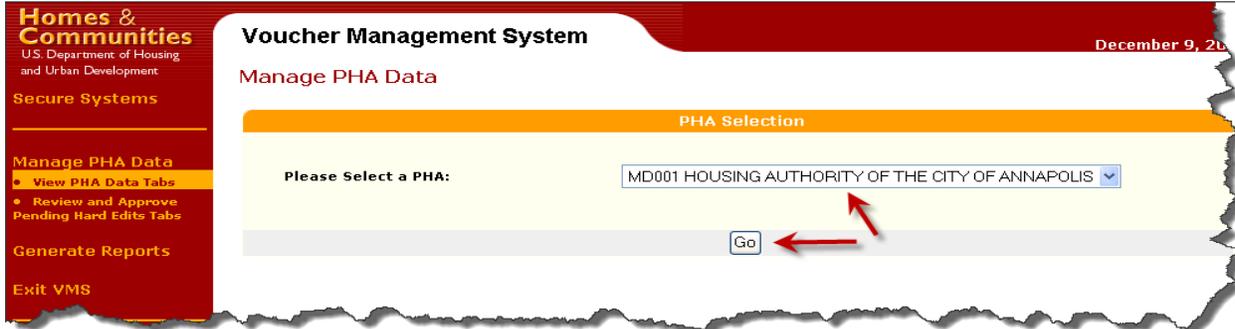


User with Multiple PHA Assignment - Selection Page

4.2.2 After selecting the state code, choose the appropriate PHA from the dropdown list and click on go.



If you selected the state option, a second menu will appear with a drop-down list of PHAs within the selected state



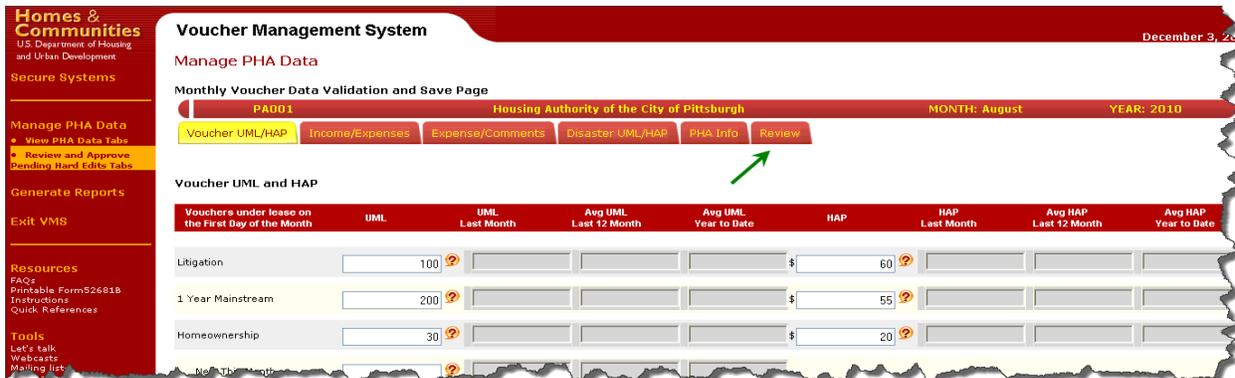
PHA Selection from State Code

4.2.3 A List of Submissions for that PHA will display, showing the Status for each pending hard edit. Notice that the first entry has a status of "Pending Hard Edit Submission", and is blank in the Financial Analyst column.



VMS Pending Hard Edits by PHA

4.2.4 Click on a specific month-year link to open the pending hard edit. The 52681B form will be displayed in tabular format, and the FA can browse each tab validating the data entry. The first tabs contain the actual PHA data entry, plus any Hard Edit notations for fields that did not meet the validation edits. The last Tab will display "Review" rather than "Submission".



VMS Pending Hard Edit Review Screen



4.2.5 After reviewing each of the individual tabs, the FA will click on the “Review” tab button. This screen is now displayed in 2 segments. Section 1 displays the validation history, identifying the hard edit errors, tab and field name. Section 2 displays the Budget Authority Data used to validate the data for the reporting month.

Voucher Management System December 9, 2010

Manage PHA Data

MD002 Housing Authority Of Baltimore City MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Review

:: Validation History

Error Tab	Field Name	Drop Down Selection	Entered By User	Enter
Voucher UML and HAP	Total Vouchers	HE008 - Transfer :	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE008 - Transfer :	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Total Vouchers	HE008 - Transfer :	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA :	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	HAP Total	HE020 - HA is using NRA or NUA :	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work	HE002 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - HVMS20 LAST - vms	11/30
Voucher UML and HAP	Moving To Work HAP	HE013 - Other .test	HVMS20: FIRST - M00303 LAST - vms	11/30

:: Budget Authority Data

Program Code	HAP Budget Amount	HAP Monthly Amount
1. 5 Year Mainstream Vouchers (units)	0	0
2. 5 Year Mainstream Monthly Funding	0	0
3. FSS Funding	0	0
4. Moving To Work (units)	0	0
5. VASH Funding	0	0
6. Regular Vouchers Monthly Funding	11611646	11611646
7. VASH (units)	0	0
8. Regular Vouchers (units)	0	0

Program Code	Start Date
1. Tenant Protection	1995 / 1
2. DHAP	Not part of the program

Cancel Review

Back to top

VMS Review Tab Screen

Note: FA will be able to see edit messages on the Review and Approval page. All Hard Edit error messages have numbers e.g. HE001, HE023, for FAs to understand details of error messages see Appendix C

4.2.6 Clicking on the “Review” button at the bottom on the page, will display a page that will allow the Financial Analyst to approve or reject the submission, and enter comments into a comment section.

Voucher Management System November 30, 2010

Pending Hard Edit Review and Approval

MD002 Edit Review and Approval MONTH: April YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Review

<< Back to previous page

HUD Review and Approval

Received Date: 11/23/2010

Approved: Yes No

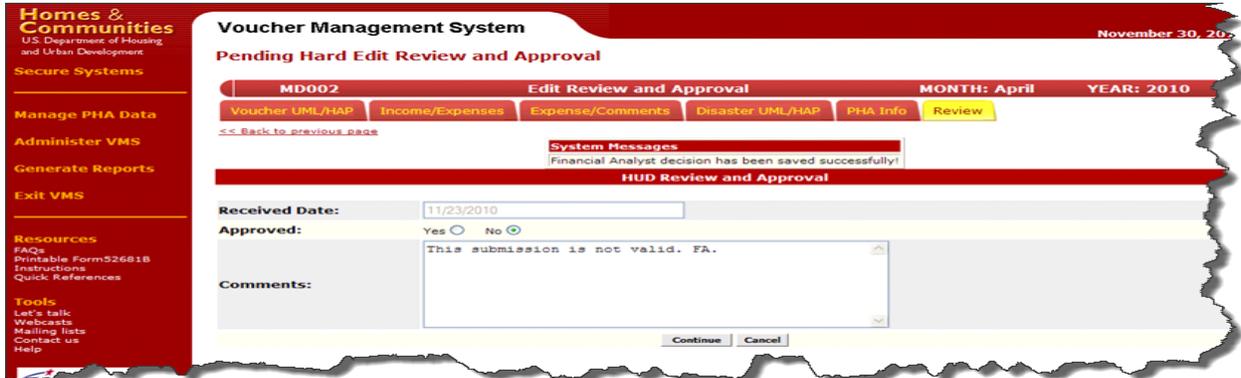
Comments: This submission is not valid. FA.

Continue Cancel

VMS HUD Hard Edit Review and Approve/Disapprove Screen



4.2.7 After reviewing the PHA submission, the FA will click on either the “Yes” or “No” radio button, and enter an explanation of the decision (if declined) in the “Comments” field. Once the information is completed, the user will click on the “Continue” button at the bottom of the page, to complete the review process. A System Messages will appear at the top of the review tab indicating that the decision was saved successfully, or if not, indicating an error in the process.



VMS HUD Hard Edit Review and Approve/Disapprove Screen

4.2.7.1 **APPROVED SUBMISSION:** An approval will trigger an approved email notification to be sent to the PHA Executive Director and the Point of Contact identified in VMS. An approval means the submission for that month is completed.

4.2.7.2 **DISAPPROVED SUBMISSION:** A dis-approval of the hard edits will trigger a dis-approved email notification to be sent to the PHA Executive Director and the Point of Contact identified in VMS. The PHA will have to edit the original submission and resubmit the corrected data, and notify the FA of the resubmission.

Note: FA will also be able to monitor open submissions using the Hard Edit report (See section 7.0 General Report section)

4.2.8 By clicking on the “Continue” button, The Pending Submissions page will be re-displayed with the updated Status columns identifying the result of the pending hard edit review.



VMS Pending Hared Edit Review and Approval Screen



5.0 Executive Summary



5.0 EXECUTIVE SUMMARY

5.1 PHA Summary

For PHA users, the Executive Summary Tab allows users to generate an Executive Summary Report in one of 4 formats:

- Allocations and Balance,
- Recap Worksheet
- Utilization Graphs
- Projection Worksheet

When you click on the Executive Summary Tab the following report selection page, will display, as shown below.

The screenshot shows the Voucher Management System interface. The header includes the logo for Homes & Communities, U.S. Department of Housing and Urban Development, and the date April 6, 2011. The main content area is titled "Manage PHA Data" and displays the following information: CA001, Housing Authority of the City & County of SF, MONTH: January, and YEAR: 2011. Below this, there are several tabs: Voucher UML/HAP, Income/Expenses, Expense/Comments, Disaster UML/HAP, PHA Info, Submission, and ExecutiveSummary. The ExecutiveSummary tab is currently selected. Below the tabs, there is a section titled "Executive Summary" with a "Select Report Type" label. Underneath, there are four radio buttons: Allocations and Balances, Recap Worksheet, Utilization Graphs, and Projection Worksheet. At the bottom of the form, there are two buttons: "Continue" and "Return".

Executive Summary Format Selection Menu

Click on the radio button for the report format you wish to see, and then click on the “Continue” button.

- If you wish to create several reports, you must produce them one at a time.
- If you click on one radio button you will clear a button that has already been selected

Click on the “Return button to return to the previous screen without generating any report.

Below are examples of the four report formats:



4.2.9 Allocations and Balance

Homes & Communities
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data
Enter PHA Data Tabs

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April 6, 2010

Voucher Management System

Manage PHA Data

PA004
Allentown Housing Authority
MONTH: November
YEAR: 2010

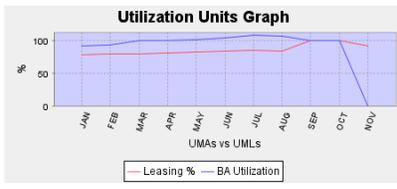
Voucher UML/HAP
Income/Expenses
Expense/Comments
Disaster UML/HAP
PHA Info
Submission
Executive Summary

Executive Summary - Public Housing Authority Allocation and Balances

HUD Calculation	
NRA Beginning Balance from Prior Year End Balance	0
Budget Authority from HUDCAPS CYTD	7,376,078
HAP Expense Reported in VMS CYTD	6,770,651
Other Revenues Reported in VMS CYTD	34,323
End of Current Month Net Restricted Assets (NRA)	639,750

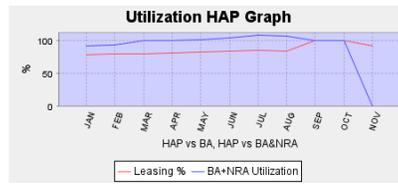
PHA Reported	
PHA Estimate of Net Restricted Assets (NRA)	20,195,137
PHA Estimate of Cash on Hand (COH)	20,195,137

Utilization	Amount	Percentage
Utilization Units (UML / UMA)	1	
Utilization HAP (HAP / ABA)	0.92	
Utilization All Funds = HAP expended CYTD/ABA + (Budgeted NRA . 1 Month prorated NRA cushion)	0.92	



Utilization Units Graph

UMAs vs UMLs



Utilization HAP Graph

HAP vs BA, HAP vs BA&NRA

Print
Return

Executive Summary – Allocations and Balance



4.2.10 Recap Worksheet

Homes & Communities
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data
+ Enter PHA Data Tab

Generate Reports

Exit VMS

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April 6

Voucher Management System

Manage PHA Data

PA004
Allentown Housing Authority
MONTH: November
YEAR: 2010

Voucher UML/HAP
Income/Expenses
Expense/Comments
Disaster UML/HAP
PHA Info
Submission
ExecutiveSummary

Executive Summary - Public Housing Authority Recap

Executive Summary - Public Housing Authority Recap

*** NRA Balance as of 12/31/2009:	0		
ABA Disbursed YTD	7,376,078		
HAP Expenditure YTD	6,770,651		
Remaining NRA YTD	605,427		
		Including NRA	
CY Eligibility	7,376,078		
Remaining CY Eligibility	605,427		605,427
CY Months Remaining	1		1
Monthly CY Eligibility Remaining	605,427		605,427
Unit Months Available CY	15,433		
Unit Months Leased CY	13,363		
Unit Months Remaining CY	2,070		
Monthly Unit Months Available Remaining	11,293		
Unit Months Funding Would Support	0		2,070
Monthly Units Funding Would Support	0		2,070
Minimum Available or Supportable	2,070		1,195
Minimum Available or Supportable Monthly	2,070	*	2,070

* Represents units supportable by ABA only - no use of NRA and within UMA limits

** Represents units supportable by all funds including expenditure of all NRA and all ABA, and also within UMA limits

*** (NRA@12/31/09 is after offset deducted)

Print
Return

Executive Summary – Recap Worksheet



4.2.11 Utilization Graphs

Homes & Communities
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data
+ Enter PHA Data Tab

Generate Reports

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Voucher Management System April 6, 2010

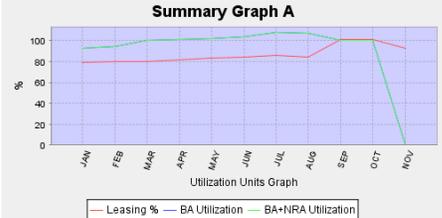
Manage PHA Data

PA004 Allentown Housing Authority MONTH: November YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission **Executive Summary**

Executive Summary - Public Housing Authority

Utilization Graphs - Public Housing Authority Overview



Utilization Units Graph

— Leasing % — BA Utilization — BA+NRA Utilization

Month	UMA	UML	Leasing %	Month	ABA	HAP	BA plus NRA	BA Utilization	BA plus NRA Utilization	PUC
JAN	1,403	1,114	79%	JAN	\$696,205	\$649,163	\$696,205	93%	93%	\$582.73
FEB	1,403	1,125	80%	FEB	\$696,205	\$652,676	\$696,205	94%	94%	\$580.16
MAR	1,403	1,129	80%	MAR	\$664,852	\$663,760	\$664,852	100%	100%	\$587.92
APR	1,403	1,153	82%	APR	\$664,852	\$672,757	\$664,852	101%	101%	\$583.48
MAY	1,403	1,159	83%	MAY	\$664,852	\$676,506	\$664,852	102%	102%	\$583.7
JUN	1,403	1,174	84%	JUN	\$664,852	\$692,249	\$664,852	104%	104%	\$589.65
JUL	1,403	1,202	86%	JUL	\$664,852	\$716,609	\$664,852	108%	108%	\$596.18
AUG	1,403	1,181	84%	AUG	\$664,852	\$713,727	\$664,852	107%	107%	\$604.34
SEP	1,403	1,413	101%	SEP	\$664,852	\$665,852	\$664,852	100%	100%	\$471.23
OCT	1,403	1,413	101%	OCT	\$664,852	\$665,852	\$664,852	100%	100%	\$471.23
NOV	1,403	1,300	93%	NOV	\$664,852	\$1,500	\$664,852	0%	0%	\$1.15
YTD	15,433	13,363	87%	YTD	\$7,376,078	\$6,770,651	\$670,552.55	92%	92%	\$506.67

[Print](#) [Return](#)

Executive Summary – Utilization Graphs



4.2.12 Projection Worksheet

Homes & Communities
U.S. Department of Housing and Urban Development

Secure Systems

Manage PHA Data
* Enter PHA Data Tabs

Generate Reports

Exit VMS

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Voucher Management System

Manage PHA Data

PA 904 Allentown Housing Authority MONTH: November YEAR: 2010

Voucher UML/HAP Income/Expenses Expense/Comments Disaster UML/HAP PHA Info Submission ExecutiveSummary

Executive Summary - Public Housing Authority

Projection Worksheet - Public Housing Authority Overview

April 6, 2010

	UMA	UML	Leasing %	ABA	HAP	BA Utilization	PUC
JAN	1,403	1,114	79%	\$696,205	\$649,163	93%	\$582.73
FEB	1,403	1,125	80%	\$696,205	\$652,676	94%	\$580.16
MAR	1,403	1,129	80%	\$664,852	\$663,760	100%	\$587.92
APR	1,403	1,153	82%	\$664,852	\$672,757	101%	\$583.48
MAY	1,403	1,159	83%	\$664,852	\$676,506	102%	\$583.7
JUN	1,403	1,174	84%	\$664,852	\$692,249	104%	\$589.65
JUL	1,403	1,202	86%	\$664,852	\$716,609	108%	\$596.18
AUG	1,403	1,181	84%	\$664,852	\$713,727	107%	\$604.34
SEP	1,403	1,413	101%	\$664,852	\$665,852	100%	\$471.23
OCT	1,403	1,413	101%	\$664,852	\$665,852	100%	\$471.23
NOV	1,403	1,300	93%	\$664,852	\$1,500	0%	\$1.15
YTD	15,433	13,363	87%	\$7,376,078	\$6,770,651	92%	\$506.67

Projection Variables

NRA budgeted for expenditure

Annual Attrition Rate Calculate

Success Rate

Average month from issued to HAP effective Date Clear Form

PUC monthly percentage adjustment

Uncontracted Vouchers on the Street

	UMA	UML w/ attrition not issuance	Leasing % (w/o leasing from yet to be leased issuances)	ABA+ Budgeted NRA	HAP	Spending as % of BA + NRA	PUC	Attrition Projected
Annual Projected with attrition only	15,433	13,363	87%	\$7,376,078	\$6,770,651	92%	\$506.67	
Plus UMLs & HAP from not yet leased issuances								
Year End Projection	15,433			\$7,376,078				

Print Return

Executive Summary – Projection Worksheet

The Projection Worksheet allows you to enter “what-if” variables and calculate projections based on partial-year data.

Enter variables into the following fields, and click on the “Calculate” button:

- Annual Attrition Rate
- Success Rate
- Average Month from Issued to HAP Effective Date
- Uncontracted Vouchers on the Street



Homes & Communities
U.S. Department of Housing and Urban Development

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Manage PHA Data
• Enter PHA Data Tabs

Generate Reports

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Voucher Management System

March

Manage PHA Data

CA001 Housing Authority of the City & County of SF MONTH: January YEAR: 2010

Voucher UML/HAP
Income/Expenses
Expense/Comments
Disaster UML/HAP
PHA Info
Submission
ExecutiveSummary

Executive Summary - Public Housing Authority

Projection Worksheet - Public Housing Authority Overview

	UMA	UML	Leasing %	ABA	HAP	BA Utilization	PUC
JAN	7596	7368	.97	9172862	8917579	.97	1210.31
FEB	0	7425	0	8970009	9504376	1.06	1280.05
MAR	7751	7354	.95	9809283	9508730	.97	1293
APR	0	0	0	9518368	0	0	0
MAY	0	0	0	0	0	0	0
JUN	0	0	0	0	0	0	0
JUL	0	0	0	9500953	0	0	0
AUG	0	0	0	0	0	0	0
SEP	0	0	0	9560716	0	0	0
OCT	0	0	0	9560716	0	0	0
NOV	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0
YTD	15347	22147	1.44	66092907	27930685	.42	1261.15

Projection Variables

NRA budgeted for expenditure	
Annual Attrition Rate	20
Success Rate	70
Average month from issued to HAP effective Date	5
PUC monthly percentage adjustment	
Uncontracted Vouchers on the Street	3000

Calculate

Calculate Field

Clear Form

Clear data entered in projection variable field

	UMA	UML w/ attrition not issuance	Leasing % (w/o leasing from yet to be leased issuances)	ABA+ Budgeted NRA	HAP	Spending as % of BA + NRA	PUC	Attrition Projected
Annual Projected with attrition only	15347	22147	144.00%	≈66,092,907.00	≈27,930,685.00	42.00%	1261.15	36,910.19
Plus UMLs & HAP from not yet leased issuances		2519995			≈122,239,446.44			
Year End Projection	15347	2542142	251,999,600.00%	≈66,092,907.00	≈3,206,022,379.25	4,850.78%		

Print

Return

Projection Worksheet After Calculations

In the screen above, the values circled in red were entered as “what-if variables. The fields circled in green were calculated by the system based on the variables and on the other data displayed on the screen.

To see the formulas behind each calculation, refer to the Field Definitions, Appendix A, for each field in question.



5.2 National/Regional/State/FO Executive Summary

In addition to the PHA Executive Summary reports, authorized HUD FMC users can see the same reports for a wider range of data: National, Regional, State, or Field Office,

For a user authorized to see the National, Regional, State and Field Office Executive Summaries, the screen below will display when the user clicks on the Executive Summary Tab:

The screenshot shows the Voucher Management System interface. The top navigation bar includes the logo, 'Voucher Management System', and the date 'April 6, 2010'. Below this is the 'Manage PHA Data' section for 'PA011 Bethlehem Housing Authority' with 'MONTH: October' and 'YEAR: 2010'. A series of tabs are visible: 'Voucher UML/HAP', 'Income/Expenses', 'Expense/Comments', 'Disaster UML/HAP', 'PHA Info', 'Submission', and 'ExecutiveSummary' (which is highlighted in yellow). Below the tabs, the text 'Executive Summary' is centered. A 'Select Report Group' section contains five radio button options: 'National', 'Region', 'State', 'Field Office', and 'Public Housing Authority'. A 'Continue' button is located at the bottom center of the main content area.

Select either National, Regional, State, Field Office, or Public Housing Authority (PHA) to set the parameters of the summary report, and then click on the “Continue” button. A screen asking for additional information will display, similar to this PHA example:

This screenshot shows the same Voucher Management System interface as the previous one, but with additional form fields. The 'ExecutiveSummary' tab is still selected. The 'Select Report Group' section now has the 'Public Housing Authority' radio button selected. Below this, a 'Select Report Type' section contains four radio button options: 'Allocations and Balances', 'Recap Worksheet', 'Utilization Graphs', and 'Projection Worksheet'. There are two input fields: 'HA Number:' with an empty text box, and 'HA Name:' with a dropdown menu showing 'PA001 Housing Authority of the City of Pittsburgh'. At the bottom, there are 'Continue' and 'Return' buttons.

Indicate the PHA number, (or FO, State, Region), select one of the report format radio buttons, and then click on the “Continue” button. An executive summary in the selected format for the selected range of data will be created.

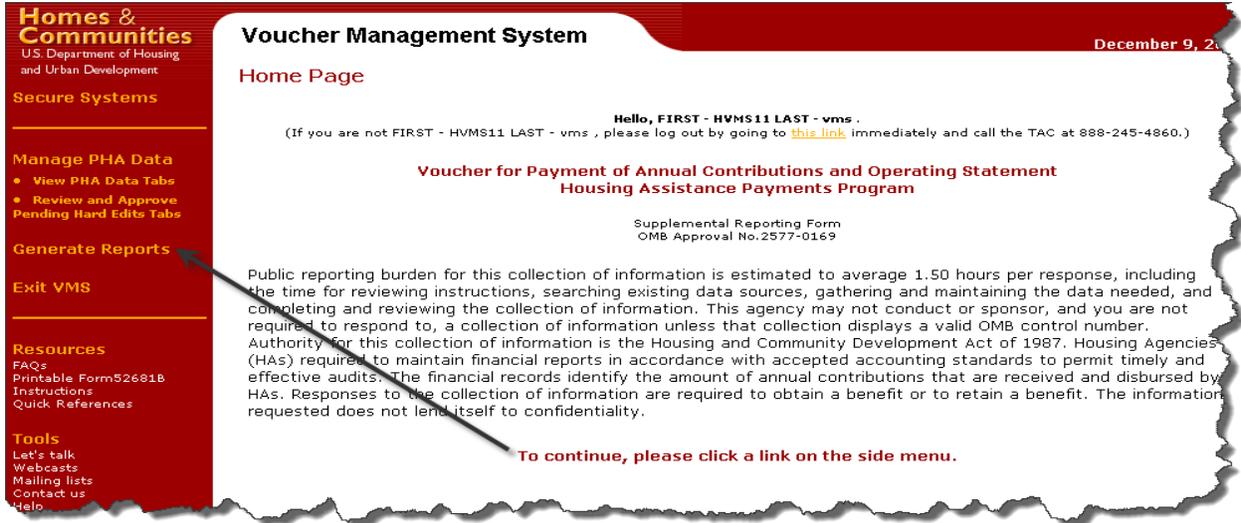


6.0 GENERATE REPORTS



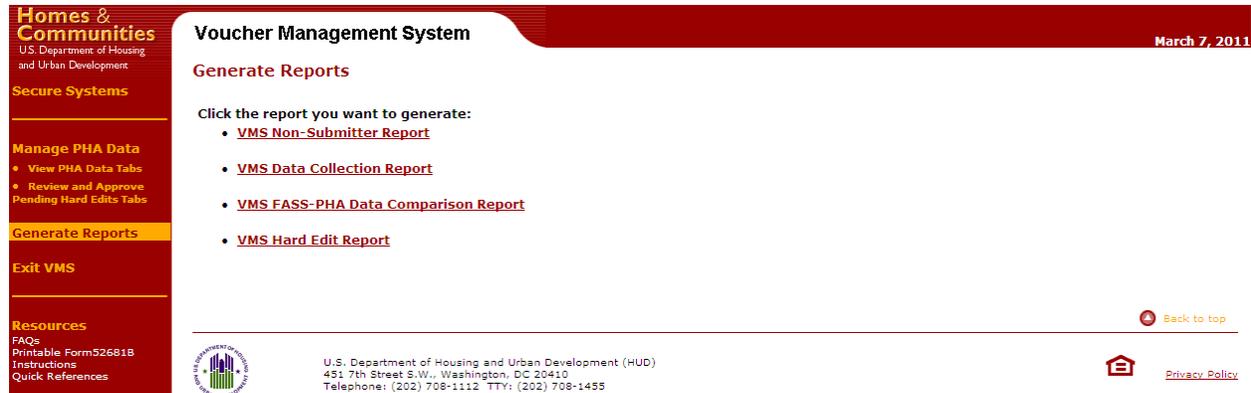
6.0 GENERATE REPORTS

At the Home Page, the HUD or PHA user can select “Generate Reports” from the side menu.



VMS Home Page

The “Generate Reports” menu will display. **Note: For PHA users (UDE), only the VMS Data Collection Report is available.**



VMS Report Selection Menu

Select the report you wish to produce from this menu.



6.1 VMS Non Submitter Report

To view the VMS Non-Submitter Report, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.

This report is available for users with the HUR Role. When you select this report, the following page appears, allowing you to select a date range (up to 12 months), and the State on which the report is based. You can also select the type of Non-Submitter Report, from the following choices:

- Date Table
- Number of Non-Submitters per Month
- Number of Non-Submitters per PHA
- Percentage of Non-Submitters

Voucher Management System February 18, 2020

VMS Non-Submitter Report

[<< Back to Generate Reports Menu](#)

Select a Date Range

NOTE: With the "Start" and "End" dates inclusive, the date range should **NOT** exceed 12 months.

Please select a date range: MM YYYY to MM YYYY State AK

Report

Data Table

Number of Non-Submitters per month

Number of Non-Submitters per PHA

Percentage of Non-Submitters

Reset Go

Non Submitter Parameter Selection Page

The Following report is produced from the above selection.



Voucher Management System

February 18, 2011

VMS Non-Submitter Report

[<< Back to Generate Reports Menu](#)

Select a Date Range

NOTE: With the "Start" and "End" dates inclusive, the date range should NOT exceed 12 months.

Please select a date range:

to State

Report

- Data Table
- Number of Non-Submitters per month
- Number of Non-Submitters per PHA
- Percentage of Non-Submitters

Non-Submitter Report

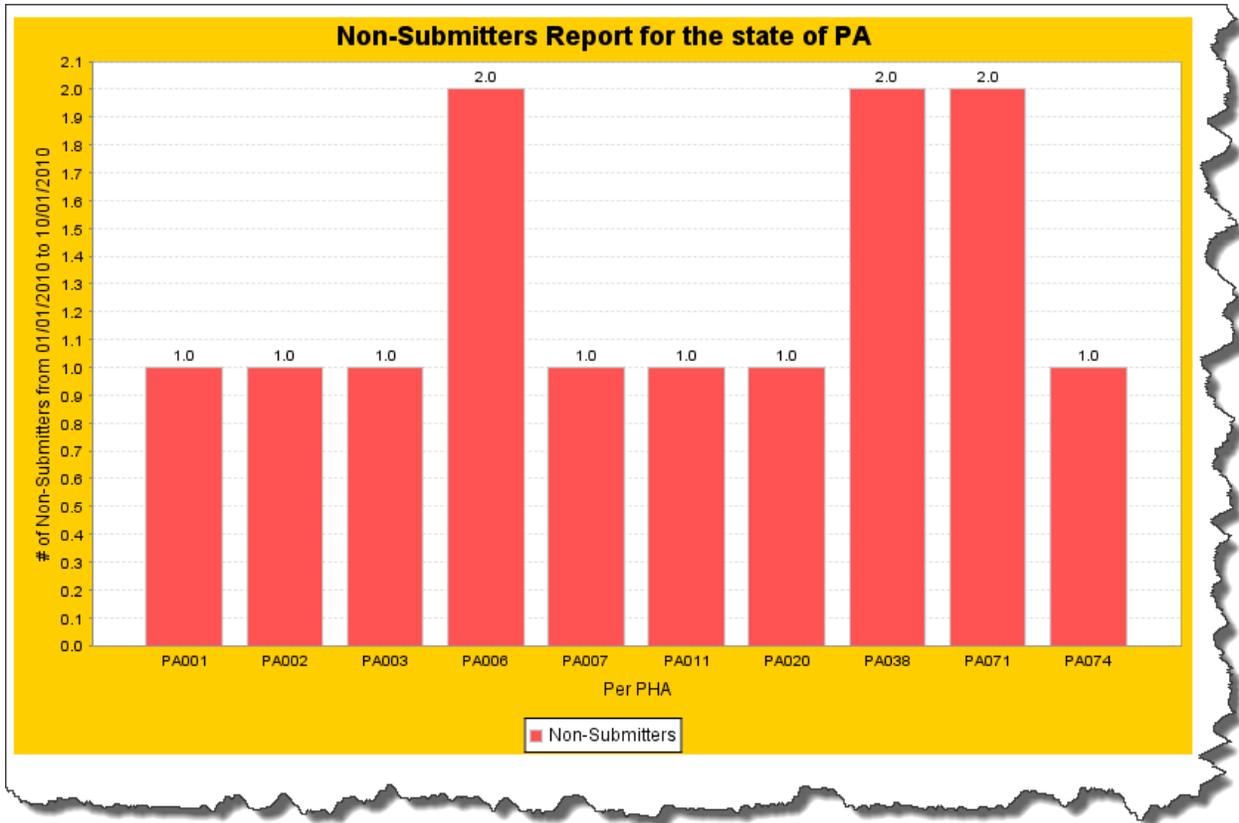
From	02/2010
To	01/2011
As of	02/18/2011

'N' indicates data not submitted. A colored cell indicates the PHA is excluded for that month.

PHA	02/2010	03/2010	04/2010	05/2010	06/2010	07/2010	08/2010	09/2010	10/2010	11/2010	12/2010	01/2011
PA001							N					
PA002			N									
PA003					N							
PA006				N								
PA007			N									
PA011			N									
PA020			N									
PA038			N			N						
PA071			N				N					
PA074			N									

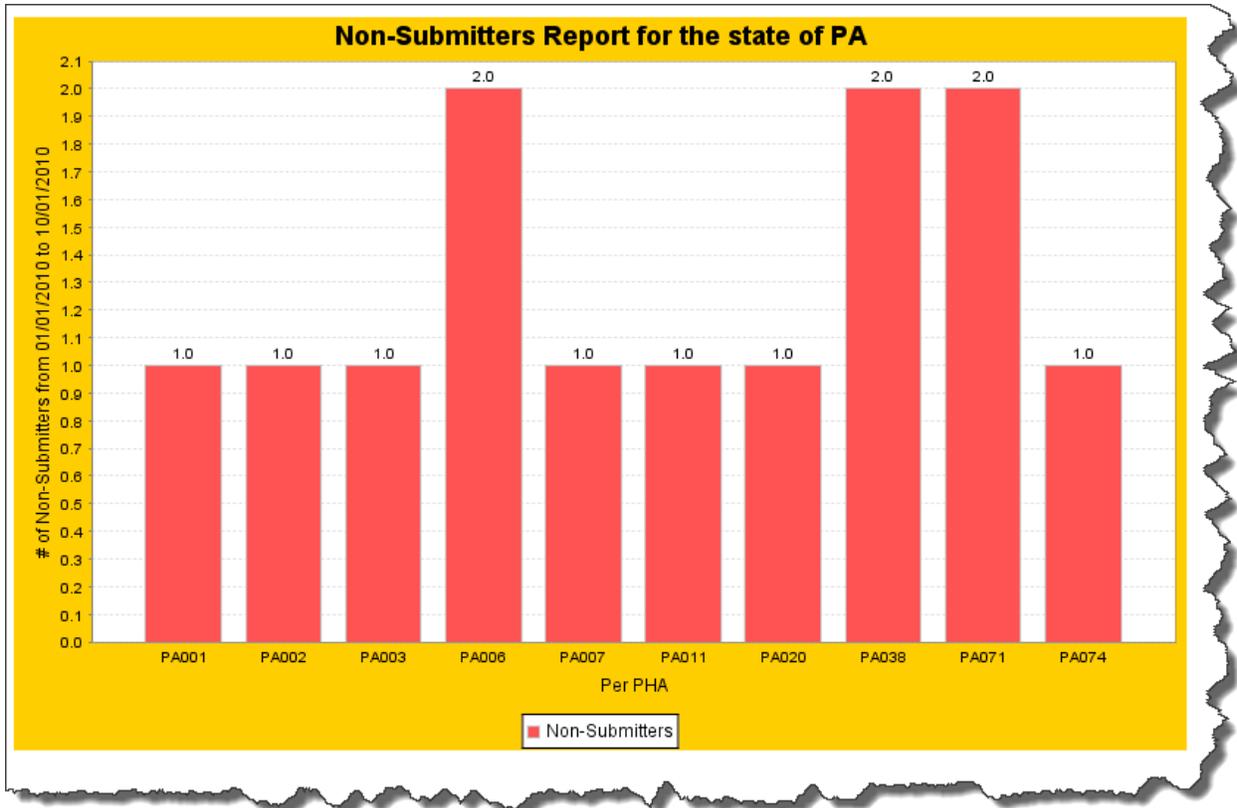
Non Submitter Data Table Report

Below is an example of the report produced when “Number of Non Submitters Per Month” is selected.



Number of Non Submitters Per Month Report

Below is an example of the report produced when “**Number of Non Submitters Per PHA**” is selected.

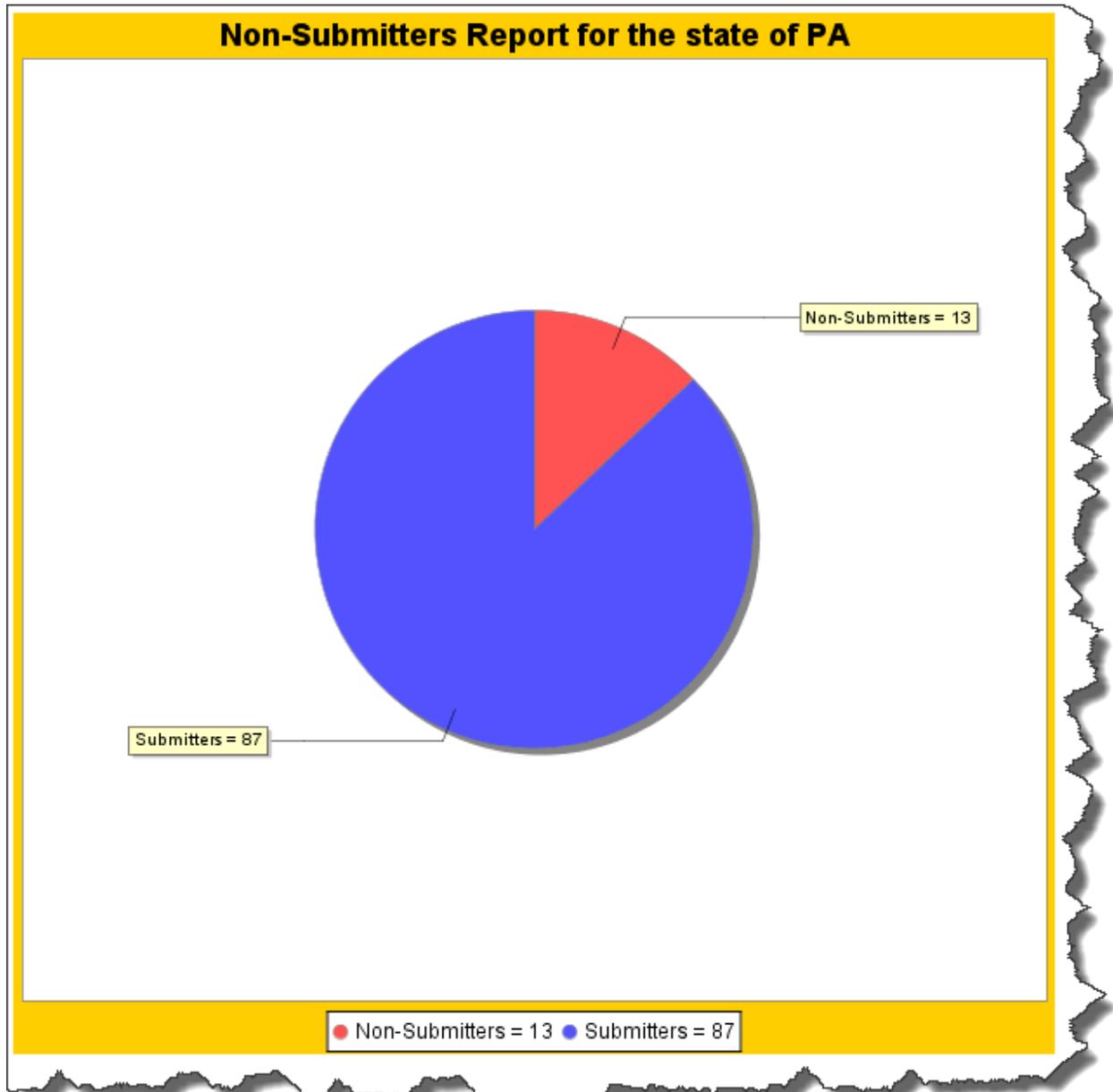


Number of Non Submitters Per PHA Report

Below is an example of the report produced when “Percentage of Non Submitters Report” is selected.



.3



Percentage of Non-Submitters Report

6.2 VMS Data Collection Report

All PHA users and Financial Analysts (UDE and HUR Roles) should be able to view and generate the Data Collection Report. When you click on the "VMS Data Collection Report" link on the Report Selection" menu, if you are authorized to see reports for more than one PHA, the "Enter PHA Code or Select PHA State" page is displayed, otherwise the system will display the VMS Data Collection Report Home Page.



PHA / State - Selection page

After choosing the state code above, using the drop down list displayed below, select the appropriate PHA.

PHA Selection from State Code

The following parameter selection page displays, allowing you to set the Date Range (up to 12 months) and select the type of Data Collection Report to generate:

- Data Table
- Line Graph
- Pie Graph
- Horizontal Bar Graph



Voucher Management System February 18, 2011

VMS Data Collection Report

[<< Back to previous page](#)

Select a Date Range

NOTE: With the "Start" and "End" dates inclusive, the date range should **NOT** exceed 12 months.

Please select a date range: to to

Report

Data Table
 Line Graph
 Pie Graph
 HorizontalBar Graph

Data Collection Report Parameter Selection Page

Select the to and from date range from the drop-down menus, select the type of report or graph to generate, and click on the "Go" button.

The Data Collection Report displays on the screen in PDF format for the user to review.

Homes & Communities
U.S. Department of Housing and Urban Development

Voucher Management System March 7, 2011

VMS Data Collection Report

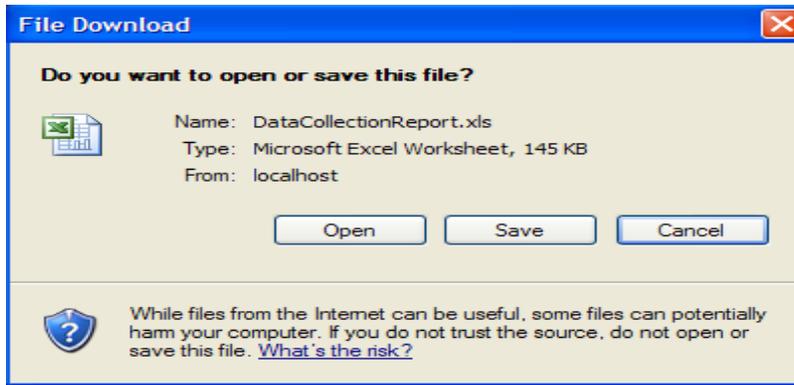
[<< Back to previous page](#)

VMS Data Collection Report									
From	01/01/2009								
To	09/01/2009								
As of	03/07/2011								
PHA Code	CA001								
PHA Name	Housing Authority of the City & County of SF								
Point of Contact	Cherry Hwee								
Point of Contact Phone	(415) 715-3140								
E-mail	chwee@sfha.org								
	Jan-2009	Feb-2009	Mar-2009	Apr-2009	May-2009	Jun-2009	Jul-2009	Aug-2009	Sep-2009
Enhanced Vouchers									
Veteran's Affairs Supported Housing (VASH) Voucher	8	14	16	18	24	31	42	57	65
Veteran's Affairs Supported Housing (VASH) HAP	\$8,709	\$14,029	\$15,833	\$18,647	\$24,110	\$31,480	\$44,001	\$59,690	\$67,275
DHAP to HCV Vouchers									

VMS Data Collection Report – PDF format



Open the Data Collection Report in Excel by clicking on the “Excel Format” button at the top of the screen to open the document in MS Excel. The system prompts the user to open the document in MS Excel or to save the document. Generally user will just open the document in MS Excel by clicking on the “Open” button displayed in the system message.



VMS System Message

6.2.1.6 Once the system has opened the data collection report in MS Excel, the user will want to make sure the report is properly formatted prior to saving or printing. Once the format is set, click on the “File” option on the ribbon bar, and select the print option. User can preview, or send on to print.

	A	B	C	D	E	F	G	H	I	J	K
1	VMS Data Collection Report										
2	From	1/1/2009									
3	To	10/1/2009									
4	As of	3/24/2010									
5	PHA Code	PA006									
6	PHA Name	ALLEGHENY COUNTY HOUSING AUTHORITY									
7	Point of Contact	Frank Aggazio									
8	Point of Contact Phone	(412) 355-2150									
9	E-mail	franka@achsng.com									
10											
11		Jan-09	Feb-09	Mar-09	Apr-09	May-09	Jun-09	Jul-09	Aug-09	Sep-09	Oct-09
12	Litigation										
13	1 Year Mainstream										
14	Homeownership	56	58	60	60	60	59	60			
15	New This Month		2	2				1			
16	Moving To Work										
17	Family Unification	103	103	102	102	102	100	100			
18	2008 and 2009 Family Unification										
19	2008 and 2009 Non-Elderly Disabled										
20	Portable Vouchers Paid	387	434	453	475	481	446	85			
21	HOPE VI										
22	Tenant Protection	76	74	73	70	69	68	67			
23	Enhanced Vouchers										
24	Veteran's Affair Supported Housing (VASH) Voucher	7	9	10	16	16	17	23			
25	DHAP to HCY Vouchers Leased										
26	All Other Vouchers	4,861	4,825	4,899	4,747	4,714	4,648	4,624			
27	Total Vouchers	5,490	5,503	5,397	5,470	5,442	5,338	4,959			
28	Tenant Protection - New this Month										
29	Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	5,494	5,387	5,454	5,426	5,321	5,325	4,603			

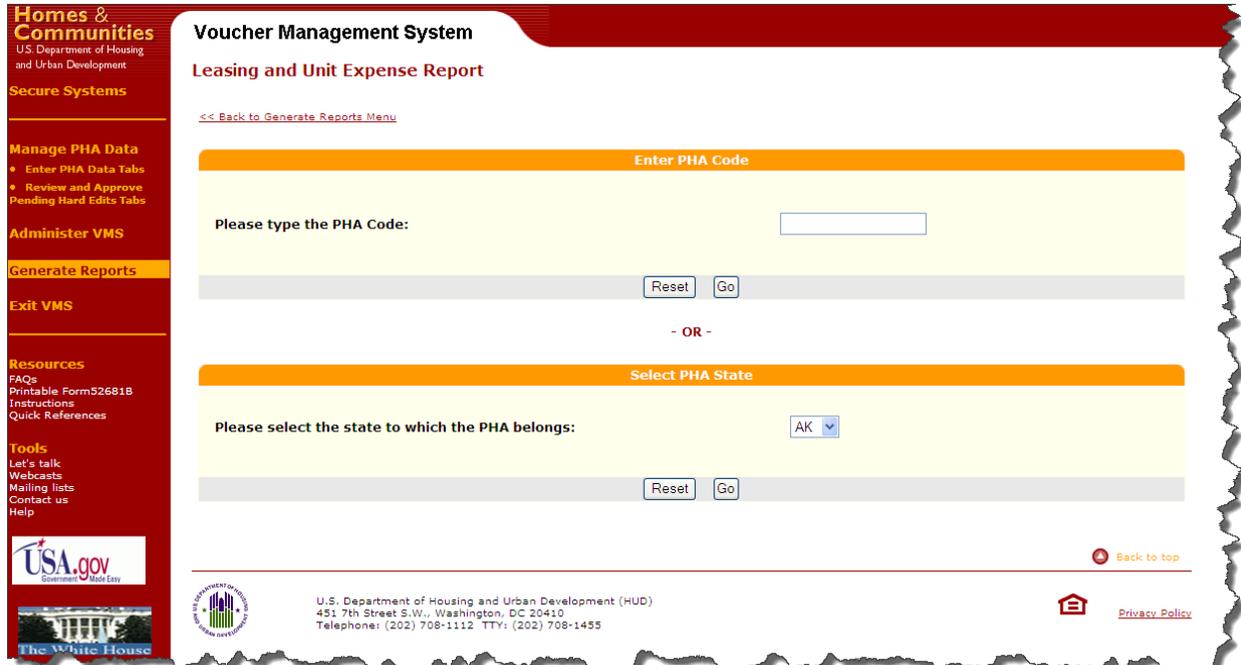
VMS Data Collection Report in Microsoft Excel



6.3 VMS Leasing and Unit Expense Report

To view the Leasing and Unit Expense Report, the user must log into the system as an HUR user, and select the "Generate Reports" link on the Home Page side menu. The Report Selection Menu will display.

When you select the Leasing and Unit Expense Report from the Generate Reports: Report Selection Menu, if you are authorized to see reports for more than one PHA, the "Enter PHA Code or Select PHA State" page is displayed, otherwise the system will display the VMS - FASS Data Comparison Report home page



Enter PHA Code or Select PHA State Menu Page

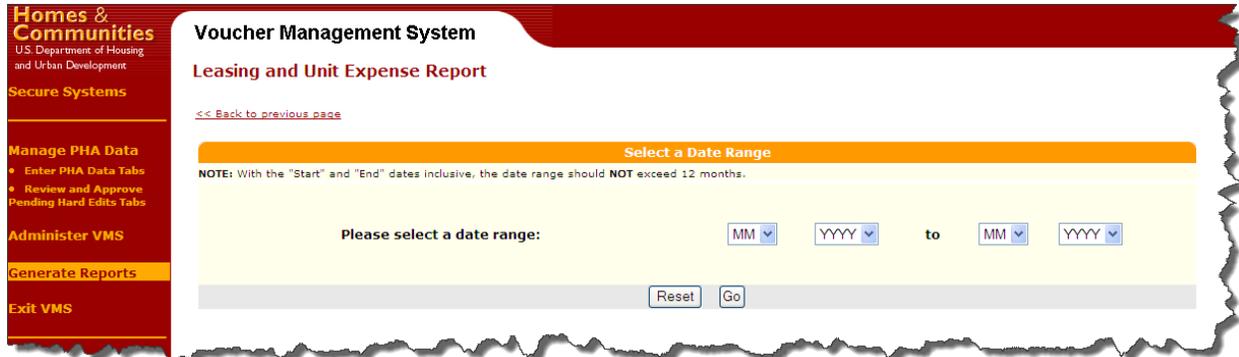
If you select a state in the above menu, the following page will display:



Select PHA Menu Page

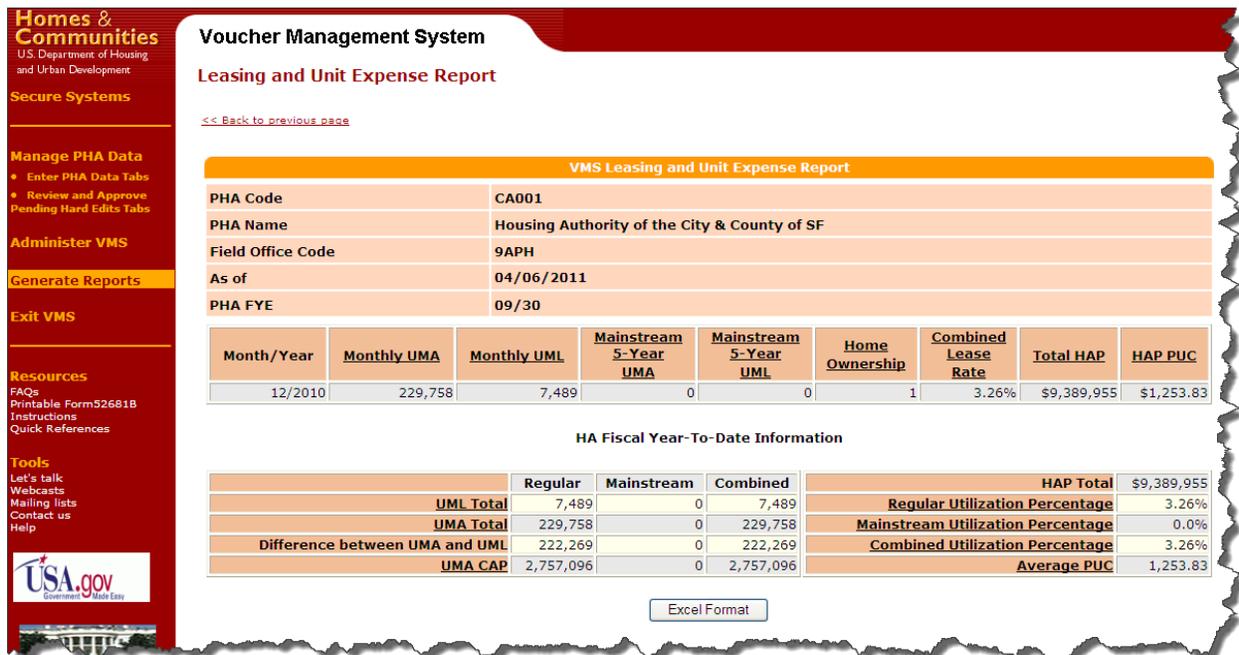


Select the PHA you want from the drop down menu and click on the “Go” button. Another selection menu will display, for the date range on which you wish to report..



Select Date Range Menu Page

Select the date range you want from the drop down menus and click on the “Go” button. The Leasing and Unit Expense Report will display.



Leasing and Unit Expense Report

To see the report in Excel format, click on the “Excel Format” button at the bottom of the report:



VMS Leasing and Unit Expense Report									
PHA Code	CA001								
PHA Name	Housing Authority of the City & County of SF								
Field Office Code	9APH								
As of	4/6/2011								
PHA FYE	30-Sep								
Month/Year	Monthly UMA	Monthly UML	Mainstream 5-Year UMA	Mainstream 5-Year UML	Home Ownership	Combined Lease Rate	Total HAP	HAP PUC	
12/1/2010	229758	7489	0	0	1	3.26%	\$9,389,955	\$1,253.83	
HA Fiscal Year to Date Information									
		Regular	Mainstream	Combined		HAP Total	\$9,389,955		
	UML Total	7489	0	7489	Regular Utilization Percentage	3.26%			
	UMA Total	229758	0	229758	Mainstream Utilization Percentage	0.00%			
	Difference between UMA and UML	222269	0	222269	Combined Utilization Percentage	3.26%			
	UMA CAP	2757096	0	2757096	Average PUC	1253.83			

Excel format Leasing and Unit Expense Report

6.4 VMS FASS – PHA Data Comparison Report

To view the VMS FASS – PHA Data Comparison Report, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.

When the VMS – FASS Data Comparison Report is selected from the Generate Reports: Report Selection Menu, if you are authorized to see reports for more than one PHA, the “Enter PHA Code or Select PHA State” page is displayed, otherwise the system will display the VMS - FASS Data Comparison Report home page.

Voucher Management System February 18, 2011

FASS-PHA Data Comparison Report

[<< Back to Generate Reports Menu](#)

Enter PHA Code

Please type the PHA Code:

- OR -

Select PHA State

Please select the state to which the PHA belongs:

Enter PHA Code or Select PHA State Menu Page



If you select a state, the following menu will display:

Voucher Management System February 18, 2010

VMS FASS-PHA Data Comparison Report

[<< Back to previous page](#)

Select PHA

Please Select a PHA: PA001 Housing Authority of the City of Pittsburgh

Reset Go

Select PHA Menu Page

Select the PHA you want from the drop down menu and click on the “Go” button. Another selection menu will display, for the year you wish to report on.

Voucher Management System February 18, 2010

VMS FASS-PHA Data Comparison Report

[<< Back to previous page](#)

Select Fiscal-Year-End Date

Select the FYE year: 2010

Reset Go

Select Year Menu Page

Select the year you want from the drop down menu and click on the “Go” button. The VMS - FASS Data Comparison Report home page will display.



Voucher Management System

February 18, 2011

FASS-PHA Data Comparison Report

[<< Back to previous page](#)

VMS FASS-PHA Data Comparison Report

As of	02/18/2011
PHA Code	PA001
PHA Name	Housing Authority of the City of Pittsburgh
Point of Contact	Barbara Newman
Point of Contact Phone	(412) 456-5022
E-mail	barbara.newman@hacp.org

Year	VMS	FASS	Discrepancy
2010	27719409	0	27719409

Excel Format

VMS - FASS Data Comparison Report – PDF Format

To see the report in Excel format, click on the “Excel Format button at the bottom of the report:

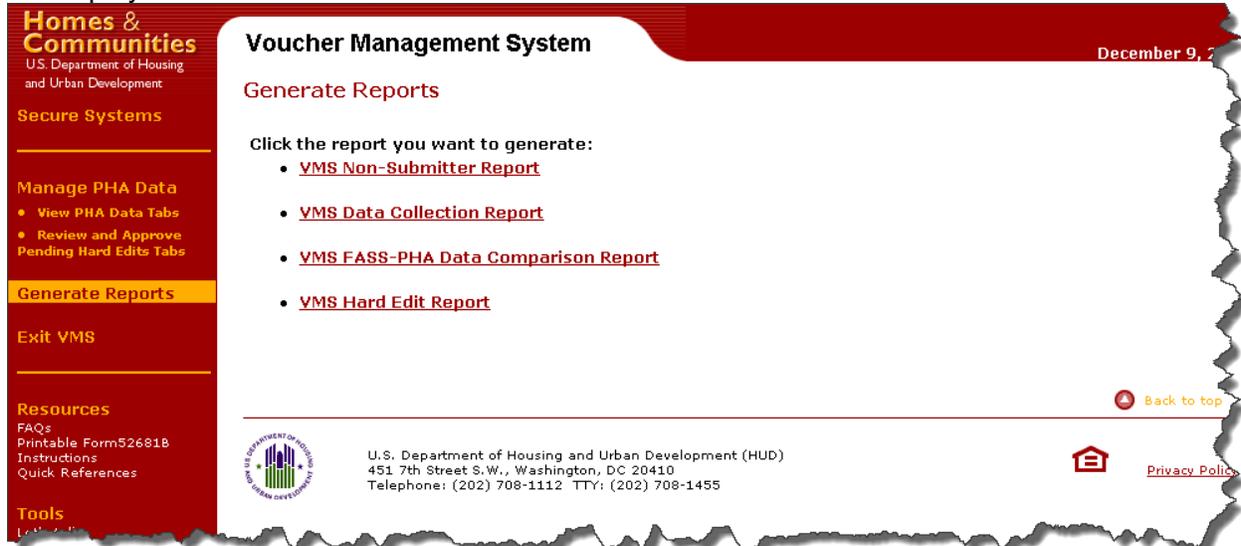
	A	B	C	D	E	F
1	VMS FASS-PHA Data Comparison Report					
2	As of				2/18/2011	
3	PHA Code				PA001	
4	PHA Name	Housing Authority of the City of Pittsburgh				
5	Point of Contact	Barbara Newman				
6	Point of Contact Phone	(412) 456-5022				
7	E-mail	barbara.newman@hacp.org				
8						
9	Year	VMS	FASS	Discrepancy		
10	2010	27719409	0	27719409		
11						

VMS - FASS Data Comparison Report – Excel Format



6.5 VMS Hard Edit Report (for FA)

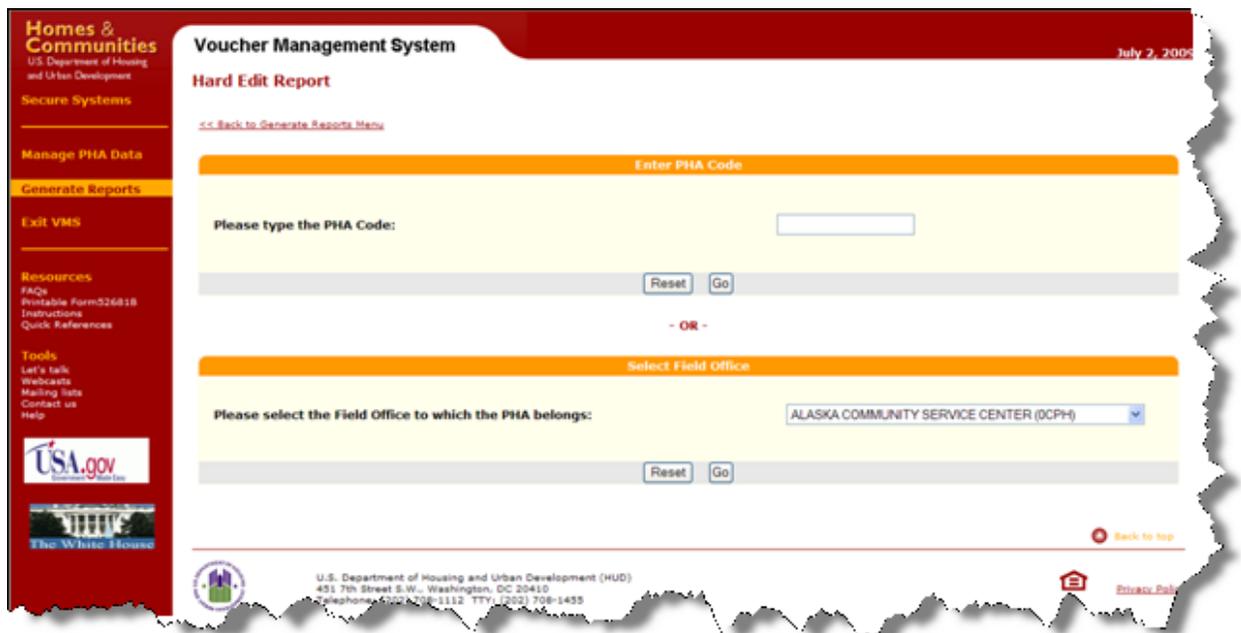
To view the Hard Edit Report for FAs, the user must log into the system as an HUR user, and select the “Generate Reports” link on the Home Page side menu. The Report Selection Menu will display.



Report Selection Menu

Select VMS Hard Edit Report link

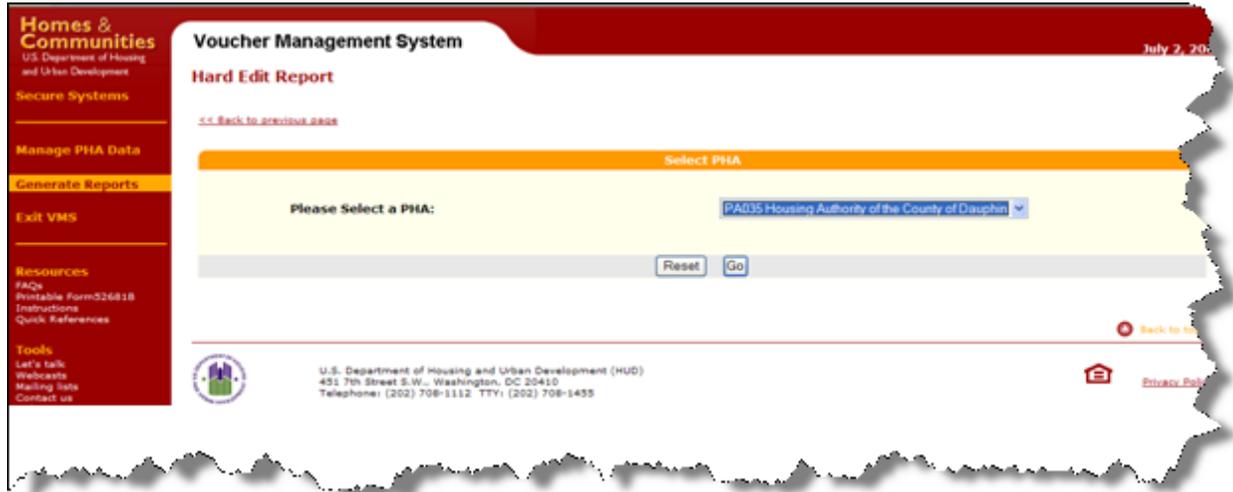
An FA authorized for multiple PHAs either enters the desired PHA code directly in the first box, or selects the Field Office drop down to display PHAs assigned to the Field Office and the user’s id



PHA Selection Menu - 1

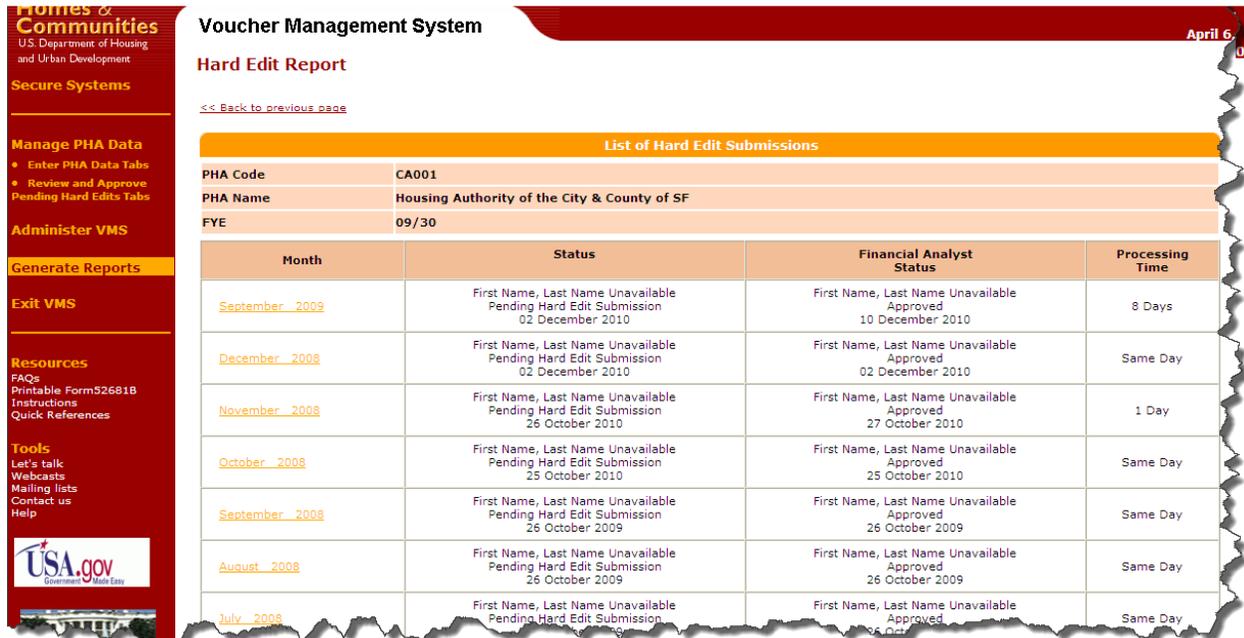


The user then selects the desired PHA from the drop-down list



. PHA Selection Menu - 2

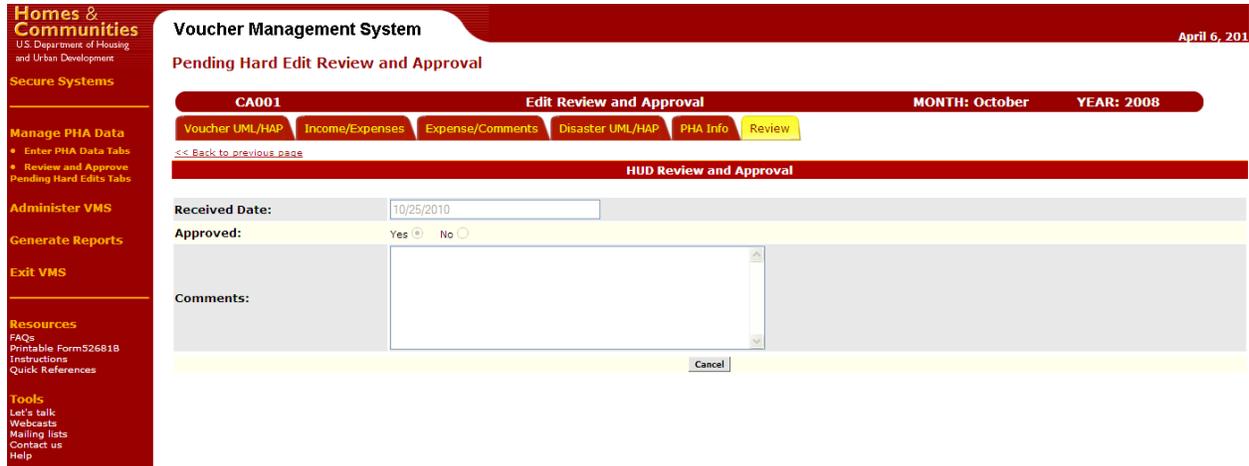
The system will generate a report of pending Hard Edits for the PHA selected.



Hard Edit Error Report Menu

The FA can approve or disapprove the submission by following the steps below

Step -1 Select the link under the Month column,. The Pending Hard Edit Review and Approval page displays



Pending Hard Edit Review and Approval Page

Step –2 Select the “Yes” button for approval or the “No” button for disapproval



Step –3 Click the “Continue” button. The System message displays



Step –4 Click the “Continue” button



Date: 01/13/2009

HUD Review and Approval

Division: []

Received Date: 01/13/2009

Approved: Yes No

Comments: []

[Continue](#) [Cancel](#)

[Back to top](#)

U.S. Department of Housing and Urban Development (HUD)
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) [Privacy Policy](#)

The Pending Hard Edit Review and Approval menu page will again display with List of Pending Submissions

Homes & Communities
U.S. Department of Housing and Urban Development

Voucher Management System July 2, 2009

Pending Hard Edit Review and Approval

List of Pending Submissions

Month	Status	Financial Analyst Status
December, 2008	First Name, Last Name Unavailable Pending hard edit Submission 19 January 2009	FIRST - HUNSLI LAST - vms Approved 03 July 2009
November, 2008	First Name, Last Name Unavailable Pending hard edit Submission 18 December 2008	First Name, Last Name Unavailable Approved 18 December 2008
October, 2008	First Name, Last Name Unavailable Pending hard edit Submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008
September, 2008	First Name, Last Name Unavailable Pending hard edit Submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008
August, 2008	First Name, Last Name Unavailable Pending hard edit Submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008
July, 2008	First Name, Last Name Unavailable Pending hard edit Submission 08 November 2008	First Name, Last Name Unavailable Approved 08 November 2008

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If there is no pending submission for a PHA, the Hard Edit Report page will display with the message below

Homes & Communities
U.S. Department of Housing and Urban Development

Voucher Management System July 2, 2009

Hard Edit Report

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List of Pending Submissions

Month	Status	Financial Analyst Status
THERE ARE NO PENDING SUBMISSIONS FOR THIS PHA		



7.0 APPENDICES



7.0 APPENDICES

7.1 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.

- 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:**
 - ❖ Net Restricted Assets (NRA)
 - ❖ Unrestricted Net Assets (UNA)
 - ❖ Vouchers Leased End of Month
 - ❖ All Voucher HAP Expenses After the First of Month
 - ❖ Vouchers issued but not under HAP contract as of the last day of the month
 - ❖ Cash/Investments as of the last day of the month

In addition, the following fields also accept negatives:

- ❖ Net Restricted Assets (NRA)
- ❖ Unrestricted Net Assets (UNA)

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 ONE category that most specifically describes the voucher. For example, a VASH participant who has ported and for whom the PHA is being billed, would be reported under VASH rather than under Port Vouchers Paid

- All HAP expense data is to be reported in the voucher categories as of the first day of the month. HAP expenses should be entered under the month to which they apply rather than under the month in which they are paid. 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.
- The 5-Year Mainstream program is governed by different appropriation law and funded separately from the Voucher program; therefore, the 5-Year Mainstream program is NOT a category within the Voucher program in VMS. In VMS, there are specific lines provided for 5-Year Mainstream Units Leased and HAP Expenses only. These values are not included in the Voucher Leasing and HAP totals.
- 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.

TAB 1 – VOUCHER UML AND HAP

Form 52681-B Field Name	Definition
Vouchers Under Lease on the First Day of the Month	
<ul style="list-style-type: none"> ❖ Leasing and HAP expense data for each category of voucher are now reported on the same line. ❖ Fields that have been greyed 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. 	
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
1-Year Mainstream	Total number of vouchers leased from initial or renewal 1-Year Mainstream funds. Vouchers should only be reported in this category if the PHA has received an allocation of Vouchers for the 1-Year Mainstream program. A voucher is reported in this category as long as it is in use by an eligible participant.



Form 52681-B Field Name	Definition
1 Year Mainstream HAP	Total HAP expenses incurred for 1 Year Mainstream voucher leasing as 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
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 Comments field at the end of the form.
Family Unification	Total number of vouchers leased from initial or renewal Family Unification program increments, for federal fiscal years prior to 2008. Vouchers should only be reported in this category if the PHA received an award under the Family Unification program from funds prior to FFY 2008. A voucher is reported in this category as long as it is in use by an eligible participant.
Family Unification HAP	Total HAP expenses incurred for Family Unification vouchers reported in the Units section.
2008 and 2009 Family Unification	Total number of vouchers leased this month from Family Unification Program awards made from FFY 2008 or 2009 appropriations
2008 and 2009 Family Unification HAP	Total HAP expenses incurred for vouchers leased from Family Unification Program awards initially made from FFY 2008 or 2009 appropriations, as reported in the Units section.
2008 and 2009 Non-Elderly Disabled	Total number of vouchers leased this month from Non-Elderly Disabled Program awards made from FFY 2008 or 2009 appropriations
2008 and 2009 Non-Elderly Disabled HAP	Total HAP expenses incurred for vouchers leased from Non-Elderly Disabled Program awards initially made from FFY 2008 or 2009 appropriations, as reported in the Units section.
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".



Form 52681-B Field Name	Definition
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.
Tenant Protection HAP	Total HAP expenses incurred for Tenant Protection vouchers reported in the Units section.
Enhanced Vouchers	Total number of Tenant Protection vouchers reported above that are in use under the terms for enhanced vouchers. The number reported cannot exceed the number of units reported as Tenant Protection Vouchers.
Veterans Affairs Supportive Housing (VASH) Vouchers	Total number of vouchers under lease from initial or renewal funds awarded under the VASH program. Vouchers should be reported in this category only if the PHA has received an award under this program in FFY 2008 or later. A voucher is reported in this category as long as it is in use by an eligible program participant.
Veterans Affairs Supportive Housing (VASH) HAP	Total HAP expenses incurred for VASH vouchers reported in the Units section



Form 52681-B Field Name	Definition
DHAP to HCV Vouchers Leased	The field captures the number of families assisted via DHAP to HCV conversion vouchers. These vouchers were awarded in 2009 and are subject to reconciliation. For months in CY 2009, the PHA should report the total number of families that were leased. For months in CY 2010, PHAS are only to report the total number of vouchers from the 2009 DHAP to HCV award where former DHAP families were issued their voucher prior to 1/1/2010, were actively seeking assistance as of 12/31/2009, were initially placed under HAP contract effective on or after January 1, 2010, and are under lease as of the first day of the reporting month. Vouchers leased for participants assisted via DHAP to HCV vouchers prior to 2010 and which are still receiving assistance are not reported in this section. These DHAP to HCV vouchers became regular Housing Choice vouchers on January 1, 2010, and their leasing is reported in the appropriate category above (All Other Vouchers, etc.).
DHAP to HCV Vouchers HAP	Total HAP expenses for DHAP to HCV voucher leasing reported in the units section.
All Other Vouchers	Total number of vouchers leased for all other purposes. Do not include any vouchers already reported in the other voucher categories above.
All Other Vouchers HAP	Total HAP expenses incurred for all other vouchers reported in the units section, for contracts in effect on the first day of the month. Do not include any HAP expenses already reported in ANY other Voucher HAP Expense categories above or for FSS Escrow Deposits below.
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. This amount is automatically included in the HAP Total below when the system calculates the HAP Total.
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: Litigation 1 Year Mainstream, Homeownership Moving to Work Family Unification 2008 and 2009 Family Unification 2008 and 2009 Non-Elderly Disabled Portable Voucher Paid HOPE VI Tenant Protection Veterans Affairs Supportive Housing (VASH) Vouchers DHAP to HCV Vouchers All Other Vouchers



Form 52681-B Field Name	Definition
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: Litigation HAP 1 Year Mainstream HAP Homeownership HAP Moving to Work HAP Family Unification HAP 2008 and 2009 Family Unification HAP 2008 and 2009 Non-Elderly Disabled HAP Portable Voucher HAP HOPE VI HAP Tenant Protection HAP All Other Vouchers HAP Veterans Affairs Supportive Housing (VASH) Vouchers HAP DHAP to HCV Vouchers HAP FSS Escrow Deposits All Voucher HAP Expenses for contracts effective After the First of Month 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
Temporary Housing Units to HCV Conversion – Leasing	Number of vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program. Effective January 2011, these 2009 & 2010 "THU to HCV" vouchers lose their identity and are to be reported as "All Other".
Temporary Housing Units to HCV Conversion - HAP	HAP costs for vouchers leased this month from funding provided to convert assistance awarded under the Temporary Housing Unit program to the Housing Choice Voucher program. Effective January 2011, these 2009 & 2010 "THU to HCV" vouchers lose their identity and are to be reported as "All Other".
HA Owned Units Leased - included in the units leased	Total number of HA-owned units that are under lease in the Voucher program for the month; these units should also be included in the appropriate Voucher Units category(ies) 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 number of new vouchers issued 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.



Form 52681-B Field Name	Definition
Portable Units Administered	Total number of vouchers which the HA is administering on behalf of an Initial HA under the portability provisions; the HA is billing the initial HA and has not absorbed the voucher participants into the HA's own program. A household reported in this category is NOT reported as a voucher participant for this HA in any other category. These are commonly referred to as "Port-Ins."
Total HAP for Portable Units Administered	HAP expenses attributable to the Portable Units Administered as reported above. These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.
Number of Vouchers Covered by Project-Based AHAPs and HAPs	The total number of vouchers the PHA has withheld from leasing to be available for a project-based HAP when executed and the total number of vouchers in use under a project-based contract. This is the total universe of project-based vouchers, both under AHAP and/or HAP, and both paid and/or unpaid.
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

TAB 2 – OTHER INCOME AND EXPENSE

Form 52681-B Field Name	Definition
Memorandum Reporting	
Fraud Recovery – Total Collected this Month	Total dollar amount recouped by the HA as fraud recoveries during the month that is applied to the NRA 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".



Form 52681-B Field Name	Definition
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets
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	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds provided under an FSS Coordinator Grant from HUD.
FSS Coordinator Expenses Not Covered by FSS Grant	Total amount of FSS Coordinator and Benefits expenses incurred during the month which are paid from funds other than those provided under an FSS Coordinator grant from HUD
Administrative Expense	Total administrative expenses incurred by the PHA for the Voucher Program. This amount excludes expenses covered by FSS Coordinator grants, Housing Conversion fees, Mobility Counseling and ROC fees, Preliminary Expenses and Portability Payments due from another Housing Authority
Central Office Cost Center Expenses Allocated to the Housing Choice Voucher Program	that amount of current month administrative fee funds used to support the PHAs central office cost center; this expense should not also be reported under Administrative Expenses.



Form 52681-B Field Name	Definition
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	
Net Restricted Assets (NRA) as of the last day of the month	NRA is the amount of Housing Assistance Payments (HAP) Equity for the HCV It is equal to total HAP revenue minus total HAP expense for eligible unit months leased on a calendar year basis. Total HAP expense should include expenses for regular vouchers as well as expenses for certain HCV special purpose vouchers including Non-Elderly Disabled (NED), Family Unification Program (FUP), HOPE VI, One Year Mainstream (MS1), Litigation, Tenant Protection (TP), and Homeownership. Total HAP revenue is defined as total funding eligibility for calendar years 2005 and later (including pro-rated renewal eligibility plus funding for incremental vouchers) minus any offsets for 2008 and 2009, and should equal the amount actually disbursed to the PHA. The amount reported must include all interest earned, fraud recovery portions returned to HAP, and Family Self-Sufficiency (FSS) forfeitures. Veterans Affairs Supportive Housing (VASH) NRA is not reported in this field. Those funds are tracked separately and the balance is reported in Line 1118 – Housing Assistance Payment Equity. The balance of this account will be carried forward on an annual basis beginning January 1, 2005, through the end of the most recent PHA fiscal year. Note: Negative amounts must be reported; however, if the PHA has a negative balance at the end of the calendar year the negative amount must not be carried forward to January of the following year. The PHA must start with a zero balance at the beginning of January for purposes of reporting in this field. PHAs are advised that although the negative amount is not carried forward to the following year the deficit incurred by the PHA is not forgiven nor will additional funds be provided to cover the shortage. 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.



Form 52681-B Field Name	Definition
Unrestricted Net Assets (UNA) as of the last day of the month	UNA is equal to total Administrative Fee (AF) revenue minus total HCV administrative expenses and any AF used for housing assistance payments (HAP) or other activities for Section 8 Tenant Based related purposes. UNA (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 any interest earned on the AF reserve (see 24 CFR 982.155(a). This means that the total AF revenue used to calculate the UNA reported in this field does not include AF received during the current PHA FY, because excess AF received does not accumulate to the UNA until the end of the PHA’s FY. The excess fees received during the PHA’s current FY will not be reported in the UNA field until after the PHA’s FYE. The monthly amount reported is the UNA balance at the beginning of the year plus any interest earned and fraud recovery allocated to the UNA account for the months in the current year. PHAs must include in this field their pre-2005 AF balance, formerly referred to as their operating reserve (also known as their AF reserve). PHAs are reminded of the differences regarding the allowable use of AF earned during the PHA’s current fiscal year and the use of available UNA (depending on the source year). For guidance on eligible uses of AF and UNA please reference PIH Notice 2010-7 issued March 12, 2010.
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 NRA and UNA balances as of the last PHA FYE, as well as any additional funds that may have been reported in the UNA and NRA 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. MTW PHAs should report their financial information as required in their MTW Agreement.



TAB 3 – ADDITIONAL EXPENSE / COMMENTS

Form 52681-B Field Name	Definition
Expenses	
Expense Amount 1	Other expenditures amount incurred by the HA for the Voucher Program, which the HA has been instructed to report.
Expense Description 1	Description of other expenditures incurred by the HA for the Voucher Program, which the HA has been instructed to report.
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.
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.
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.
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.
Comments	
Comments	Comment field to allow PHA to explain their data entries or to provide specific information requested by HUD Use this field only to explain the required data or to provide specific information required by HUD.



TAB 4 – DISASTER UML AND HAP

Form 52681-B Field Name	Definition
Disaster Voucher Program (DVP)	
DVP Families Assisted	Total number of families assisted under the DVP, excluding Homeless DVP families. These units are not reported on any other line.
DVP Families Assisted HAP	Total rental subsidy expense attributable to DVP families, excluding the amount reported below for Total Actual DVP HAP provided for Homeless Families. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
New This Month	Number of first time families assisted under DVP this month, excluding Homeless families reported below. This number is included in the number of DVP Families Assisted, above.
DVP Homeless Families Assisted	Total number of Homeless families being assisted under DVP. These families are defined as families who were homeless immediately prior to the hurricane, not the result of the disaster (See DVP Guidance issued 02-17-05).
DVP Homeless Families Assisted HAP	Rental subsidy expense attributable to DVP homeless families only. The total should include total DVP rental assistance (Rent to Owner and Utility Allowance) provided for the entire month, not just provided to families on the first of the month. Costs should be charged to the month for which rental assistance was provided, not the month in which it was paid.
New This Month	Number of homeless families assisted under DVP for the first time this month. This number is included in the number of DVP Homeless Families Assisted, above.
Disaster Housing Assistance Program (DHAP-KATRINA)	
DHAP Families Assisted	Total number of families assisted under the DHAP. These families are not reported on any other line.
DHAP Families Assisted HAP	This is the total of the rent subsidy payments paid on behalf of DHAP - Katrina families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
New This Month	Number of families assisted under DHAP for the first time this month. This number is included in the number of DHAP families Assisted as reported above.
Disaster Housing Assistance Program (DHAP-IKE)	
DHAP-IKE Families Assisted	Total number of families assisted under the DHAP - IKE program for this month. These families are not reported on any other line.



Form 52681-B Field Name	Definition
DHAP-IKE Families Assisted HAP	This is the total of the rent subsidy payments paid on behalf of DHAP - IKE families for the entire month, not just paid for families under DRSC on the first of the month. Costs are charged to the month for which the monthly rental assistance was provided, not the month in which it was paid. Do not include security deposit assistance or utility allowance assistance.
New This Month	Number of first time families assisted under the DHAP - IKE program this month. This number is included in the number of DHAP - IKE Families Assisted, above.
Security Deposits Paid	Total funds expended for DHAP - IKE Security Deposits during the month.
Utility Deposits Paid	Total funds expended for DHAP - IKE Utility Deposits during the month.
Security Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Security Deposits.
Utility Deposits Returned	Total amount of funds returned to the PHA during the month as refunds of DHAP - IKE Utility Deposits.
Disaster Relief – Non-KDHAP	
Disaster Portable Units Administered	Total number of vouchers assisting disaster victims 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. This category should include those cases where voucher tenants are being assisted as voucher tenants, using non-KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.
Total HAP for Disaster Portable Units Administered	HAP expenses attributable to the "Disaster Portable Units Administered."



TAB 5 – PHA CONTACT INFORMATION

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



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

TAB 6 – SUBMISSION

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



TAB 7 – EXECUTIVE SUMMARY

Form 52681-B Field Name	Definition
PHA Information	
Selected Month	Reporting Month for the submission period, data is pre- filled by HUD
Selected Year	Reporting Year for the submission period, data is pre- filled by HUD
Selected State	State name, data is pre-filled by HUD
Selected Field Office	HUD field office identifier, assigned by Region, data is pre- filled by HUD
Selected PHA Code	Official number assigned to the PHA, 2 character state code, and 3 digit number, data is pre- filled by HUD
HUD Calculations	
NRA Beginning Balance from prior year end balance	Net Restricted Assets 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 Net Restricted Assets (NRA)	Calculated field using the NRA 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 Net Restricted Assets	This information is provided from Income/Expenses Tab – Financial Status Section – Net Restricted Assets (NRA) as of the Last Day of the Month field, data is pre-filled by HUD.
PHA Estimates of Cash on Hand (COH)	This information is provided from the Income/Expenses Tab – Financial Status Section – Cash/Investment as of the Last Day of the Month – Voucher Program Only field, data is pre-filled by HUD.
Utilization	
Utilization Units – (UML) Amount	Utilization unit months leased as reported in VMS, data pre-filed by HUD using VMS data
Utilization Units – (UML) Amount	Utilization units months available as identified HUDCAPS, data pre-filed by HUD using VMS data
Utilization Units – (UML/UMA) Percentage	HUD Calculated percentage by taking the number of UML and dividing it by the number of UMA for the month, indicates the monthly performance of the PHA, field pre-filled by HUD



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

Recap Worksheet

Form 52681-B Field Name	Definition
Recap	
NRA Balance as of 1/31/2009	NRA 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 NRA YTD	Calculated field using the NRA 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



Form 52681-B Field Name	Definition
CY Eligibility	Calculated field using the Budget Authority provided by HUD for the Calendar Year, data pre-filled by HUD
CY Eligibility Including NRA Offset	Calculated field using the Budget Authority provided by HUD plus the NRA 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 NRA Offset	Calculated field uses the NRA 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 NRA 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 NRA Offset	Calculated field using the Remaining CY Eligibility including NRA offset amount and divides it by the CY Month remaining, data pre-filled by HUD
Unit Months Available CY	Calculated field using HUDCAPS data to determine Unit Months Available for CY, data pre-filled by HUD
Unit Months Leased CY	CYTD summation of the vouchers leased during the months by the PHA, data pre-filled by HUD using current VMS data
Unit Months Remaining CY	Calculation that determines the number of UMLs left for the remainder of the year, subtract the UML running total from the CY UMA, data is pre-filled by HUD
Monthly Units Months Available Remaining CY	Calculated field to indicate the number of unit months available per month for the remainder of the year, calculated data pre-filled by HUD.
Unit Months Funding Would Support	Calculated value to determine how many unit months the funding would support, Remaining CY Eligibility divided by the (sum(hap)/sum(uml)), data pre-filled by HUD
Unit Months Funding Would Support, including NRA Offset	Calculated value to determine how many unit months the funding would support, (Remaining CY Eligibility plus NRA offset) divided by the (sum(hap)/sum(uml)), data pre-filled by HUD
Monthly Units Funding Would Support	Calculated value to determine how many months the remaining funding would support, Unit Months Funding/CY Months Remaining, data pre-filled by HUD



Form 52681-B Field Name	Definition
Monthly Units Funding Would Support, including NRA Offset	Calculated value to determine how many months the remaining funding would support, Unit Months Funding w/NRA 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 NRA Offset	Minimum of the (Unit Months Remaining CY with NRA offset) or (Unit Months Funding with NRA 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 NRA Offset	Minimum of the (Monthly Unit Months Available w NRA offset) or (Monthly Units Funding would support w NRA offset), data pre-filled by HUD

Projection Worksheet

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



Form 52681-B Field Name	Definition
Budget Authority Utilization	Housing Assistance Payment amount divided by the Annual Budget Authority plus budgeted NRA 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	
NRA budgeted for expenditure	NRA budget for expenditure entered by the PHA for “what if” calculations (0.00 – 100,000,000 – no commas)
Annual Attrition Rate	Rate of attrition entered by the PHA for “what if” calculations (0.00 – 1.00)
Success Rate	Percentage amount of the PHA success rate for leasing units (0.00 – 1.00)
Average Month from issued to HAP effective Date	Number of months between voucher issued and the HAP lease date (0-12)
PUC Monthly Percentage Adjustment	Percentage rate used to adjust the Monthly PUC for inflation (0.00 – 1.00)
Un-contracted Vouchers on the Street	Number of vouchers issued and not under HAP contract (0 – 10,000 – no commas)
Projection Amounts	
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



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



Utilization Graph

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



7.2 APPENDIX B: HARD EDIT ERROR MESSAGES

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



	have a 5 Year Mainstream program.
Error HE023	PHA has reported 5 Year Mainstream HAP costs, but PHA does not have a 5 Year Mainstream program.
Error HE024	Budget Authority utilization is not within the standard range. PHA should review the 5 Year Mainstream HAP costs entered to ensure they are accurate
Error HE025	Mid-month HAP costs are not within the standard range. PHA should review the mid-month HAP costs to ensure accuracy.
Error HE026	PHA has an active FSS program but has not reported FSS costs
Error HE027	PHA has no active FSS program, but has reported FSS costs.
Error HE028	PHA has not reported Family Unification leasing, while the PHA does have a Family Unification program.
Error HE029	PHA has reported Family Unification leasing, but PHA does not have a Family Unification program.
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.



7.3 APPENDIX F: USER ACCESS LEVELS

Role Code	Role Description	Action Description	User Access
FMG <i>(Internal User)</i>	Manager – Financial Management Center	6 Ability to read existing voucher data for PHAs they manage. 7 Ability to update or add new data to pending submissions for PHAs they manage. 8 Ability to submit HUD Form 52681-B data. 9 Ability to administer tasks. 10 Ability to create/edit versions of HUD Form 52681-B. 11 Ability to create, save, and submit data. 12 Ability to approve or disapprove a Pending Submissions that has been submitted by a PHA.	1. Manage PHA Data -Enter PHA Data 2. Administer VMS 3. Generate reports
HUE <i>(Internal User)</i>	Read Only Access	1. Ability to read submitted data. 2. Ability to generate reports	1. Manage PHA Data -View PHA Data 2. Generate reports
UDE <i>(External User)</i>	Utilization and Expense Data Submitter	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.	1. Manage PHA Data -Enter PHA Data 2. Generate DCR Report
HUR <i>(Internal User)</i>	Financial Analyst User	1. Ability to approve or disapprove a Pending Submissions submitted by a PHA. 2. Ability to read submitted data for PHAs.	1. Manage PHA Data -View PHA Data 2. Pending Submission -Review Pending Submissions 3. 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.