



USER'S MANUAL

*Voucher Management System (VMS)
Release 6.0.0.0*

U.S. Department of Housing and Urban Development

September 2006

Revision Sheet

Release Number	Date	Revision Description
Rev. 0	10/13/05	User Manual Release
Rev. 1	10/19/05	Addition of new data entries and descriptions for form 52681-B
Rev. 2	10/20/05	Limited corrections not affecting primary content
Rev. 3	10/24/05	Made modifications requested by Dave Garner for Release 4.0.0.0
Rev. 4	11/28/05	<p>Draft of VMS Release 4.1.0.1 User's Manual outlined to reflect system changes. Specifically these include:</p> <ul style="list-style-type: none"> • Adding formatting to number fields, researching Integration with Bizflow and Documentum applications • Adding Back Button to Non-Submitter's Report resubmit option on Non-Submitter's Report • Adding Excel Download feature to Non-Submitter Report • Adding shading to reports for easier viewing • Changing the Back button on Data collection Report • Access to Historical Data, and • Addition of data fields to Reports • Adding graphing features to reports • Adding data fields to 52681-B form
Rev. 5	03/09/06	<p>Updated for VMS Release 5.0.0.0, including the following revisions:</p> <ul style="list-style-type: none"> • Provide an interface with HUDCAPS via Financial Data Mart • Improved Edit Checks • Add Leasing and unit expense report to VMS • Add Electronic Notification to VMS • Enhanced Reporting Tools Using data from the Data Warehouse • Additional reports • Re-order the fields on the HUD 52681B form • Fix the "Exit VMS" feature for UDE users • Add new fields from KDHAP • Validation process of all new fields • Versioning • Software Testing • Comply with DCG/WASS Jan 2006 Infrastructure changes
Rev. 6	04/18/06	Added new fields to HUD Form 52681-B instructions (Appendix A)

USER'S MANUAL

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1.0 GENERAL INFORMATION

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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/quarterly program data by the PHAs and makes the data accessible to users in PIH-REAC, FMD, Field Offices (FO), and Headquarters (HQ). Currently, users can generate and print or download PHA quarterly 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.

The following table provides system details related to VMS:

System Environment	
System	Real Estate Assessment Center System (REACS)
Subsystem	Voucher Management System (VMS)
PCAS	411540 (for development), 411550 (for maintenance) 1667980 (oversight & monitoring)
System Code	P224
System Category	Software Application
Operational Status	Operational
System Environment	Web-Based
Sponsor	Public and Indian Housing Office of Housing Choice Voucher Program (PIH-HCVP)
Developer	ActioNet, Inc.

1.2 List of References

The following documents are germane to the VMS development effort:

Table 1: List of Project References

References
VMS System Requirements Specifications (August 2003)
VMS Concept of Operations (July 2003)
"IEEE Std 1233, 1998 Edition – IEEE Guide for Developing System Requirements Specifications"

References
“FY 2003/2004 I-TIPS Submission”
“FY 2005 OMB-300/I-TIPS Submission”
HUD-52681, Voucher for Payment of Annual Contributions and Operating Statement (02/2002), OMB Approval No. 2577-0169 (exp. 07/31/2007)
HUD-52681-B, Supplemental Data Form (03/2003), OMB Approval No. 2577-0169 (exp. 07/31/2007)
HUD-52672, Supporting Data for Annual Contributions Estimates (02/1985), OMB Approval No. 2577-0169 (exp. 07/31/2007)
HUD-52673 (02/1985) OMB Approval No. 2577-0169 (exp. 07/31/2007) Estimate of Total Required Annual Contributions
HUD-52663 (09/1994) OMB Approval No. 2577-0169 (exp. 07/31/2007) Suggested Format for Requisition for Partial Payment of Annual Contributions
Form HUD-50058, Family Report and Instruction Booklet
24 CFR Part 982, Chapter IX, Part 982
“Housing Choice Voucher Program Guidebook”
Notice PIH 2002-28 (HA), 12/24/2002
Housing Choice Voucher Data Collection Form Design Change Required for Financial Management Center, April 2003
FY-2003 Omnibus Appropriation Bill (PL-108-7)
VMS Release 1.0.0.0 SDM Documentation
VMS Release 2.0.0.0 SDM Documentation
VMS Release 3.0.0.0 SDM Documentation
VMS Release 4.0.0.0 SDM Documentation
VMS Release 4.1.0.1 SDM Documentation
VMS Release 5.0.0.0 SDM Documentation

1.3 Authorized Use Permission

To access and use VMS, you must be a HUD employee or a qualified PHA employee with a valid User ID and password.

1.4 General Information

1.4.1 Coordination

1.4.1.1 Coordination Points

Table 3. List of Coordination Points

Organization	Support Function
ActioNet, Inc.	Requirements, Design, Development, Testing, Operations, Project Management.
Development Coordination Group (DCG)	Customer Support/Operations, Development Coordination, System and Integration Test Coordination
Internet Services Group (ISG)	Software Acquisition, Hardware/Infrastructure Acquisition, Installation and Deployment, System Operations
PIH-FMC	Business Requirements Support, Testing
PIH-HCV	Business Requirements, Project Management
PIH-REAC	Business Requirements Support
HUD IT	Business Requirements Support

1.4.1.2 Coordination Schedule

The release date for VMS 6.0.0.0 is **September 22, 2006**.

Listed below are the coordination dates that VMS and DCG must achieve in order to adhere to the release date.

Table 4. Coordination Dates

Requirements Lock Date	Integration Environment Test Start Date	Integration Environment Test End Date	Submit HARTS Request	Release Date
April 14, 2006	August 19, 2006	September 1, 2006	September 9, 2006	September 22, 2006

1.4.2 Help Desk

For Technical support regarding accessing the REAC web site or with User ID and passwords, contact the PIH-REAC Technical Assistance Center (TAC) at 1-888-245-4860. To email the TAC click **Contact Us** on the PIH-REAC Web site.

For Technical support regarding data collection processes, e-mail the FMC at Financial_Management_Center@hud.gov.

1.4.3 Acronyms and Abbreviations

Table 5. List of Acronyms

Acronyms/Abbreviations	Definition
ACC	Annual Contributions Contract
ACWP	Actual Cost of Work Performed
BCP	Sybase Interface

Acronyms/Abbreviations	Definition
BCWP	Budgeted Cost of Work Performed
BCWS	Budgeted Cost of Work Scheduled
BO	Budget Office
BPR	Business Process Reengineering
BRP	Business Resumption Plan
CACC	Consolidated Annual Contributions Contract
CASS	Customer Assistance Sub-System
CBT	Computer Based Training
CCB	Change Control Board
CCMB	Configuration Change Management Board
CFO	Chief Financial Officer
CFP	Capital Fund Program
CFR	Code of Federal Regulations
CM	Configuration Management
CMP	Configuration Management Plan
CO	Contract Document
COOP	Continuity of Operations Plan
COTS	Commercial Off-The-Shelf Software
CP	Contingency Plan
CPD	Community Planning and Development
CPI	Cost Performance Index
CR	Change Request
CSG	Client Server Group
CSOMG	Computer Services, Operations, and Maintenance Group
CTO	Chief Technology Officer
CV	Cost Variance
DBA	Database Administrator
DCG	Development Coordination Group
DCR	QA Data Collection Report
DP&PD	Departmental Platforms and Processing Division
DRP	Disaster Recovery Plan
eLOCCS	Electronic Line of Credit Control System
EA	Enterprise Architecture
EAC	Estimate at Completion
EAMS	Enterprise Architecture Management System
ECS	Emergency Contact System
EIT	Electronic and Information Technology
ETC	Estimate to Complete
EV	Earned Value
FASS-PH	Financial Assessment Subsystem – Public Housing
FAQ	Frequently Asked Question
FDM	Financial Data Mart
FFAS 10	Federal Financial Accounting Standard 10
FI	Funding Increment
FMC	Financial Management Center – Kansas City
FMD	Financial Management Division – HUD Headquarters
FMD	Manager – Financial Management Division
FO	Field Office
FRD	Functional Requirements Document
FSS	Family Self-Sufficiency
FT	Full-Time
FTP	File Transfer Protocol
FY	Fiscal Year
FYE	Fiscal Year End
GOTS	Government Off The Shelf Software

Acronyms/Abbreviations	Definition
GPEA	Government Paperwork Elimination Act
GTM	Government Technical Monitor
GTR	Government Technical Representative
HA	Housing Agency
HAP	Housing Association Plan
HARTS	HUD Application Release Tracking System
HCV	Housing Choice Voucher
HITS	HUD Information Technology Center
HOIG	HUD Open Integration Guidelines
HQ	Headquarters
HTC	HUD Test Center
HTML	Hypertext Markup Language
HUD	U.S Department of Housing and Urban Development
HUDCAPS	HUD Central Accounting and Program System
HUE	View-only role code for HUD employees
IAS	Inventory of Automated Systems
IG	Inspector General
IPA	Independent Public Accountant
ISD	Information Systems Division
ISG	Internet Services Group
ISSO	Information System Security Officer
IT	Information Technology
ITIPS	Information Technology Investment Portfolio System
IV&V	Independent Verification & Validation
JRP	Joint Requirements Planning
KDHAP	Katrina Disaster Housing Association Program
LAN	Local Area Network
LBP	Lead-Based Paint
LUE	Leasing and Unit Expense Report
MB	Megabyte
MR	Moderate Rehabilitation
MTW	Move-to-Work
MVC	Model View Controller
NASS	Integrated Assessment Subsystem
NSR	Non-Submitter Report
OAMS	Office of Administrative and Management Services
OCFO	Office of the Chief Financial Officer
OCIO	Office of the Chief Information Officer
OIT	Office of Information Technology
OMB	Office of Management and Budget
OTC	Office Technology Coordinator
PCAS	Project Cost Accounting System
PHA	Public Housing Agency
PIC	PIH Information Center
PIH-REAC	Public and Indian Housing–Real Estate Assessment Center
PII	Personally Identifiable Information
PMR	Project Management Review
POC	Point of Contact
PR	Problem Report
PT	Part-Time
PUC	Per Unit Cost
QA	Quality Assurance
RAD	Rapid Application Development
RAP	Rapid Applications Prototyping
RCD	Recurring Data Change
REACS	Real Estate Assessment Center System

Acronyms/Abbreviations	Definition
SA-CMM	Software Acquisition Capability Maturity Model
SCI	Software Configuration Item
SCR	Software Change Request
SDM	System Development Methodology
SEMAP	Section 8 Management Assessment Program
SEOPMD	Systems Engineering, Oversight & Performance Management Division
SFTP	Secure File Transfer Program
SIQAD	Systems Integrity and Quality Assurance Division
SP	Stored Procedures
SPI	Scheduled Performance Index
SQL	Structure Query Language
SQL 2K	SQL Server 2000
SRD	System Requirements Document
STARS	Service Ticket Action Resolution System
SV	Scheduled Variance
TAC	Technical Assistance Center
TIBEC	Technology Investment Board Executive Committee
TT&E	Training, Testing, and Exercise
UDE	Utilization and Expense Data Submitter
UMA	Units Months Authorized
UML	Units Months Leased
VMS	Voucher Management System
VPN	Virtual Private Network
VUE	View only action code for HUD employees
WAN	Wide Area Network
WASS	Web Access Security System
WCF	Working Capital Fund
XML	Extensible Markup Language

1.5 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, Changing the User password and, finally, to the Logout procedure. There is also a section on Administration of the system. For a summary outline of this organization, review the Table of Contents.

2.0 SYSTEM SUMMARY

2.0 SYSTEM SUMMARY

2.1 System Configuration

VMS is compliant with HUD's technical standards. Although it does not use COTS or GOTS equipment, it requires no special hardware or software for its Users. The system is based on the web server and database server used by other HUD web applications. It has been developed and deployed to maximize access, using accepted web standards. The only requirements for VMS Users are that their workstations meet HUD standard requirements for hardware and software.

Table 6. VMS User Requirements

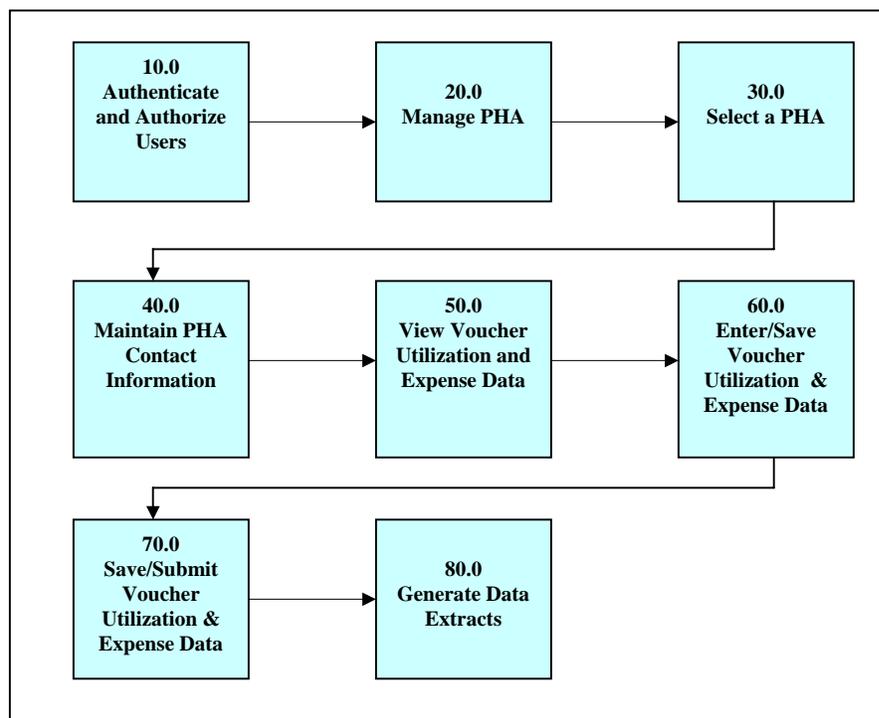
Requirements for VMS Users	
Hardware	Pentium III, 128 MB of RAM, 15 GB of free hard disk space; SVGA Display
Software	Windows 95 (minimum); Netscape 4.79 (minimum) or Internet Explorer 6.0 (minimum)

2.2 Data Flow

VMS provides an automated voucher data collection process through a series of web pages.

Figure 1-1 shows the overall process flow of VMS for electronic collection and processing of program data from the PHAs.

Figure 1-1: VMS Current Methods and Procedures



2.3 User Access Levels

Table 7. User Role and Action Codes

Code	Role Description	Action Description
UDE	Utilization and Expense Data Submitter	<ol style="list-style-type: none"> 1. Ability to read existing data for assigned PHAs. 2. Ability to update or add new data to a pending submission for a specific PHA.
FMD	Manager – Financial Management Division	<ol style="list-style-type: none"> 1. Ability to read existing voucher data for PHAs they manage. 2. Ability to update or add new data to a pending submissions for PHAs they manage. 3. Ability to write (submit/commit) records to the database.
HUE	Read Only Access	<ol style="list-style-type: none"> 1. Ability to read submitted data.

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 the HUE together. This type of assignment is solely under the jurisdiction of the Administrator, or FMD.

2.4 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.

3.0 GETTING STARTED

3.0 GETTING STARTED

3.1 Logging On

The processes for all three user roles introduced in section 2.3 above, are initiated in VMS in basically the same way. In the following section, we will discuss registration for a UDE, but other users follow the same basic steps, though some prompt windows are customized slightly for the specific role.

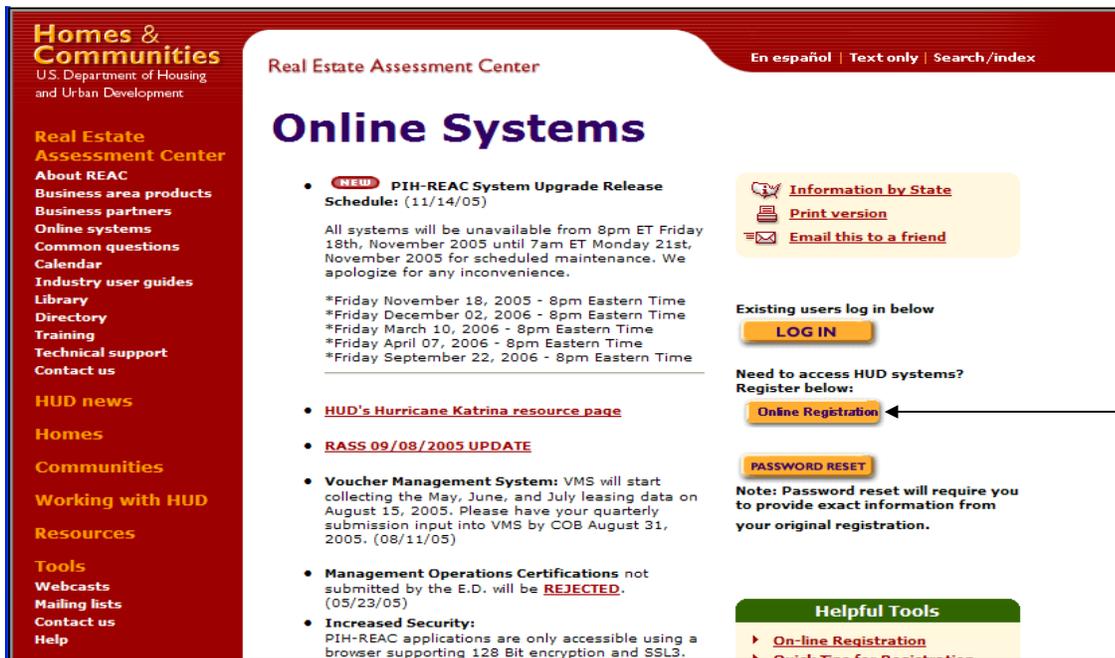
3.1.1 Registration and Associated Forms

1. Before you can log in to VMS, you must first be registered in the REAC system. You need to work at a computer that is on-line.
2. Go to a browser or other website. Then copy and paste, or type, the URL address provided below into the URL address space located at the top of your browser:

 <http://www.hud.gov/offices/reac/online/reasyst.cfm>

3. This will bring you to the PIH-REAC ‘On-Line Systems’ Homepage (below)

PIH-REAC On-Line Systems Homepage



The screenshot shows the PIH-REAC On-Line Systems Homepage. The page has a red header with the HUD logo and navigation links. The main content area is titled "Online Systems" and contains several sections:

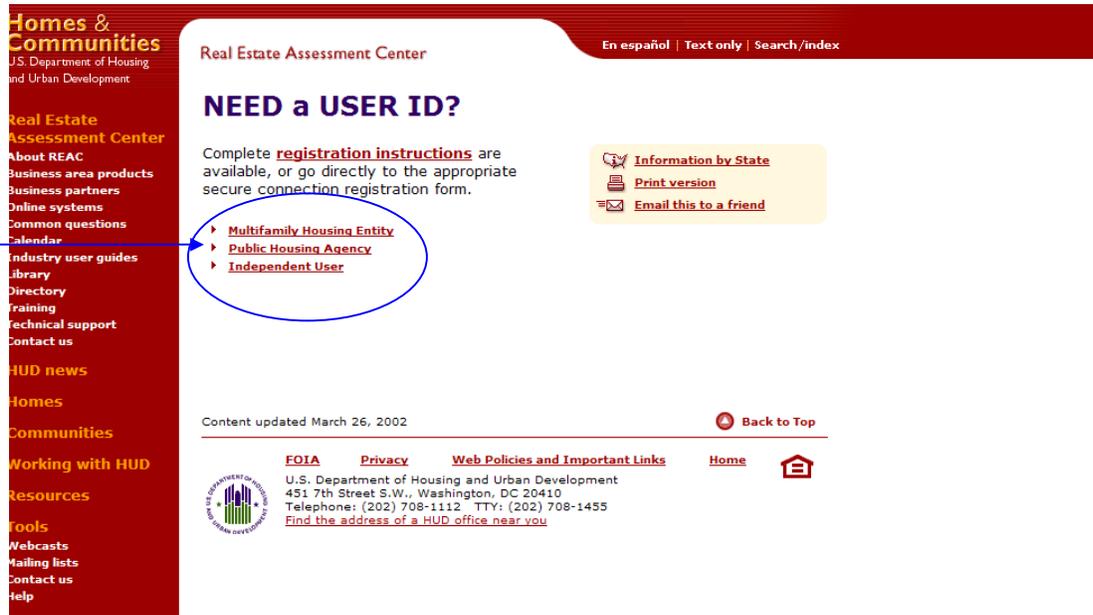
- NEW** PIH-REAC System Upgrade Release Schedule: (11/14/05)
 - All systems will be unavailable from 8pm ET Friday 18th, November 2005 until 7am ET Monday 21st, November 2005 for scheduled maintenance. We apologize for any inconvenience.
 - *Friday November 18, 2005 - 8pm Eastern Time
 - *Friday December 02, 2006 - 8pm Eastern Time
 - *Friday March 10, 2006 - 8pm Eastern Time
 - *Friday April 07, 2006 - 8pm Eastern Time
 - *Friday September 22, 2006 - 8pm Eastern Time
- [HUD's Hurricane Katrina resource page](#)
- [RASS 09/08/2005 UPDATE](#)
- Voucher Management System:** VMS will start collecting the May, June, and July leasing data on August 15, 2005. Please have your quarterly submission input into VMS by COB August 31, 2005. (08/11/05)
- Management Operations Certifications** not submitted by the E.D. will be **REJECTED**. (05/23/05)
- Increased Security:** PIH-REAC applications are only accessible using a browser supporting 128 Bit encryption and SSL3.

On the right side, there are links for "Information by State", "Print version", and "Email this to a friend". Below these are buttons for "LOG IN", "Online Registration", and "PASSWORD RESET". A note states: "Need to access HUD systems? Register below: Online Registration". A "Helpful Tools" section includes links for "On-line Registration" and "Quick Tips for Registration".

(NOTE: It is wise to **bookmark** this page for future use.)

4. Since you wish to register so that you can login, you must **CLICK** on the *Online Registration* button.

5. This action opens the REAC ‘**NEED a USER ID?**’ page.



6. It is on this page that you choose the link for the status or role to which you have been assigned. You have three choices (Multifamily Housing, Public Housing Agency, and Individual User). *First, we will look the activities of the ‘Regular User’(UDE). To do so, we will be selecting the ‘Public Housing Agency’ (PHA) button.*

Note: User IDs for regular users require overnight processing. Your user ID should be issued within 24 hours. User IDs for System Coordinators must be sent to the Executive Director and may take up to two weeks to be issued. If you need help with online registration and your organization does not have a System Coordinator, contact the PIH-REAC Technical Assistance Center (TAC) at 1-888-245-4860.

7. This selection opens the ‘**PHA Coordinator and User Registration**’ form (see next few pages on Registration Information).

3.1.2 Registration Information

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: Coordinator User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization Information

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

After you have provided this information, you are asked for other identifying data (next page):

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.**

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Finally, CLICK the **Send Application** button to send the application to PIH-REAC for validation. The following confirmation page appears.

ERROR Message: **PHA USER REGISTRATION NOT PROCESSED DUE TO ERROR(S)**

First Name: **JOE**
 Middle Initial: **A**
 Last Name: **SMITH**
 Social Security Number: **123-45-6789**
 Organization Name: **CALIFORNIA HOUSING**
 Organization ID: **CA999**
 E-mail Address: **jasmith@fog.net**
 Mothers Maiden Name: **CARTWRIGHT**

ERROR Error(s) Detected:
INVALID SOCIAL SECURITY NUMBER




[\[Home\]](#) [\[Previous\]](#)

Of course, our example contains an invalid SSN, but if it were yours, it would say that your registration was accepted. Now, what's next?

Here is where the Coordinator comes in. He or she has already determined your VMS ID code, and it is now in the system. Your Coordinator should provide you with your system ID number. With that, you are now ready to run VMS.

3.2 Logging Into VMS

NOTE: After you have Registered once, and you have your User ID, from then on you begin each day from this point: Logging into the system.

To log into VMS:

1. From the PIH-REAC homepage at <http://www.hud.gov/offices/reac/online/reasyst.cfm> (which you should have bookmarked), click **LOG IN**.

The screenshot shows the 'Real Estate Assessment Center' website. The main heading is 'Online Systems'. A blue arrow points from the 'LOG IN' button in the 'Existing users log in below' section to the 'LOG IN' button in the list of links on the left side of the page.

Real Estate Assessment Center
 En español | Text only | Search/index

Online Systems

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- Increased Security:** PIH-REAC applications are only accessible using a browser supporting 128 Bit encryption and SSL3.

Information by State
 Print version
 Email this to a friend

Existing users log in below
LOG IN

Need to access HUD systems? Register below:
Online Registration
PASSWORD RESET
 Note: Password reset will require you to provide exact information from your original registration.

Helpful Tools
 On-line Registration
 Click here for Registration

Real Estate Assessment Center
 About REAC
 Business area products
 Business partners
 Online systems
 Common questions
 Calendar
 Industry user guides
 Library
 Directory
 Training
 Technical support
 Contact us

HUD news
Homes
Communities
Working with HUD
Resources
Tools
 Webcasts
 Mailing lists
 Contact us
 Help

This opens the 'User Login' window:

User Login

Secure Systems

User Login housing | mail | help | search | home

User ID

Password

Guest Login Cancel

Content updated September 16, 2005 [Back to Top](#)

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455 [Home](#) | [Privacy Statement](#)

7. Complete the following fields, and then **CLICK *Login***:

In this field...

Type...

User ID

User ID (for example, M00305)

Password

Password associated with the User Name

The **‘Rules of Behavior for HUD Systems’** page appears.

8. You will receive this screen when you first log into the system, once a year. Read all rules of Behavior, then click ***Accept***. The **‘Legal Warnings’** page will appear.

Rules of Behavior

Rules Of Behavior - Microsoft Internet Explorer

Address: <https://webt.hud.gov/wass/login/login.do>

User Login housing | mail | 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;

Done Local intranet

The 'Legal Warnings' page appears.

Legal Warnings

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

Message of the Day

Welcome to the Message of the Day!

Accept Logout

Content updated September 16, 2005 [Back to Top](#)

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8. Read the warnings, and then click **Accept**. The 'Secure Systems Main Menu' page appears.

Secure Systems Main Menu



Welcome STEVEN

System Administration

- Business Partners Maintenance
- PHA Assessment Maintenance
- User Maintenance

Systems

- Financial Assessment Subsystem - PHA (FASPHA)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System, Scores and Status (PHASS)
- Physical Assessment Subsystem (PASS)
- Quality Assessment Subsystem (QASS)
- Resident Assessment Subsystem (RASS)
- Tenant Assessment Subsystem (TASS)
- Voucher Management System (VMS)

Main Menu

housing | mail | help | search | home | logout

Systems

- Financial Assessment Subsystem - PHA (FASPHA)
- Mark-to-Market (M2M)
- Management Assessment Subsystem (MASS)
- Multifamily Delinquency and Default Reporting System (MDDR)
- Public Housing Assessment System, Scores and Status (PHASS)
- Physical Assessment Subsystem (PASS)
- Quality Assessment Subsystem (QASS)
- Resident Assessment Subsystem (RASS)
- Tenant Assessment Subsystem (TASS)
- Voucher Management System (VMS)

System Administration

- Business Partners Maintenance
- PHA Assessment Maintenance
- User Maintenance

Content updated September 16, 2005 [Back to Top](#)

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9. Under Systems, click *Voucher Management System* (VMS). The VMS main page appears.

VMS Home Page

Voucher Management System October 21, 2005

Home Page

Hello, **STEVEN SAJOUS**.
(If you are not STEVEN SAJOUS, please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

**Voucher for Payment of Annual Contributions and Operating Statement
Housing Assistance Payments Program**

Supplemental Reporting Form
OMB Approval No.2577-0169

Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

To continue, please click a link on the side menu.

[Back to top](#)

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[Privacy Policy](#)

You can use the links listed on the left side of the page to navigate through VMS.

- **Secure Systems** – This link returns the user to the **Secure Systems Main Menu** (see previous page for example), where the user is then able to select the **Voucher Management System, PHA Assignment Maintenance, or Password Change as needed**. It is also possible to log out of VMS using the **Logout** link located at the top right of the screen.
- **Manage PHA Data** – This link is provided to allow PHA’s Fee Accountants reporting on multiple PHAs to enter the appropriate PHA Code or to select the desired PHA name from a drop-down box. (NOTE: The PHAs listed in the drop-down box are only those that are specific to the user’s jurisdiction.) *This procedure can be used by all VMS roles except for the HUE—view only—HUD employees.*
- **Administer VMS** – This link is provided to allow VMS Administrator to have access to an administrative section of the application. (NOTE: Only the VMS Administrator will see this link.)
- **Generate Reports** – This link is provided to allow the User to have access to generate reports based on the VMS data.

Since we have chosen to carry out the Regular User (UDE) transactions first, the User should **CLICK** the **Manage PHA Data** button. This will allow the user to enter and update PHA data only.

Continue on to Section 4.0, 'MANAGING PHAs.'

4.0 MANAGING PHAs

4.0 MANAGING PHAS

NOTE: PHA Codes to be called on by the UDE User are already residing in the system database. The User has no control over the existence of these codes.

4.1 Managing PHA Data – UDE User

If the user clicks on the *Manage PHA Data* link the ‘**Manage PHA Data**’ screen appears.

(NOTE: The ‘Back to top’ indication at the bottom right of this and other screens places you back to the top of the screen in case you have scrolled down. If you need to return to a previous screen at any time, use the Back button on your computer.)

Manage PHA Data (Code or State Entry)

The screenshot shows the 'Manage PHA Data' interface. At the top, it says 'Voucher Management System' and 'October 13, 2005'. The main heading is 'Manage PHA Data'. There are two main sections for data entry:

- Enter PHA Code:** A section with a text input field labeled 'Please type the PHA Code:' and buttons for 'Go' and 'Reset'.
- Select PHA:** A section with a dropdown menu labeled 'Please Select a PHA:' showing 'PA004 Allentown Housing Authority' and buttons for 'Go' and 'Reset'.

Between these sections is a separator '- OR -'. At the bottom right, there is a 'Back to top' link.

This is when the managing of PHA Data begins.

1. First, the user enters either the PHA Code, if it is known, followed by CLICKing **Go** or **Reset** (if there was an entry error)

--OR--

The user Selects a PHA from the drop-down list, followed by CLICKing **Go** or **Reset** (if an error was made).

2. Either PHA identification process results in a new page that reflects the PHA Code, PHA Name, and the FYE (Fiscal Year Entered) (see below).

Manage PHA Data (Code, Name, FYE)

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

Secure Systems

Manage PHA Data

Exit VMS

Resources
FAQs
Printable Form 52681B
Instructions
Quick References

Tools
Let's talk
Webcasts
Mailing lists
Contact us
Help

FIRST GOV
Your First Click to the U.S. Government

Voucher Management System October 13, 2005

Manage PHA Data

PHA Code	PA004
PHA name	Allentown Housing Authority
FYE	06/30

Your Selected Public Housing Agency is listed above.

Please click on the link below to continue to the list of submissions page

[List of Submissions](#)

[Back to top](#)

3. CLICKing on the yellow *List of Submissions* link (circled above) results in a '**List of Submissions**' page (see below) that outlines the various submissions and related information pertinent to the particular PHA selected.

Manage PHA Data (List of Submissions)

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

Voucher Management System October 13, 2005

Manage PHA Data

List of Submissions

PHA Code	PA004
PHA name	Allentown Housing Authority
FYE	06/30

Quarter/Month	Status	Last Updated by
Submission: [May-2005" to "July-2005] [View/Print Quarter]		
May 2005	Submitted	WILLIAM A REIDER 29 August 2005
June 2005	Submitted	WILLIAM A REIDER 29 August 2005
July 2005	Submitted	WILLIAM A REIDER 29 August 2005
Submission: [February-2005" to "April-2005] [View/Print Quarter]		
February 2005	Submitted	WILLIAM A REIDER 23 May 2005
March 2005	Submitted	WILLIAM A REIDER 23 May 2005
April 2005	Submitted	WILLIAM A REIDER 23 May 2005
Submission: [November-2004" to "January-2005] [View/Print Quarter]		
November 2004	Submitted	WILLIAM A REIDER 23 February 2005
December 2004	Submitted	WILLIAM A REIDER

NOTE: The left column of this screen offers some navigational possibilities. They include:

- **Exit VMS** – This link returns the user to the ‘Secure Systems Main Menu’ page (as does the *Secure Systems* link).
- **Resources** – This set of links provides the user with “Frequently Asked Questions” (FAQ), a printable copy of the form HUD-52681b, “Instructions” (this VMS User’s Manual), and Quick References (reminders and helps in the timely completion of various tasks).
- **Tools** – Standard set of HUD links available on every web page.

4.1.1 Saving and Submitting VMS Data

Voucher data must be submitted for each PHA every Quarter. The UDE enters and saves the voucher data for each month during the Quarter. At the end of the Quarter, the user submits all of the data for the Quarter.

To enter, save, and submit PHA voucher data, the UDE uses the ‘**List of Submissions**’ page for the PHA. (discussed later)

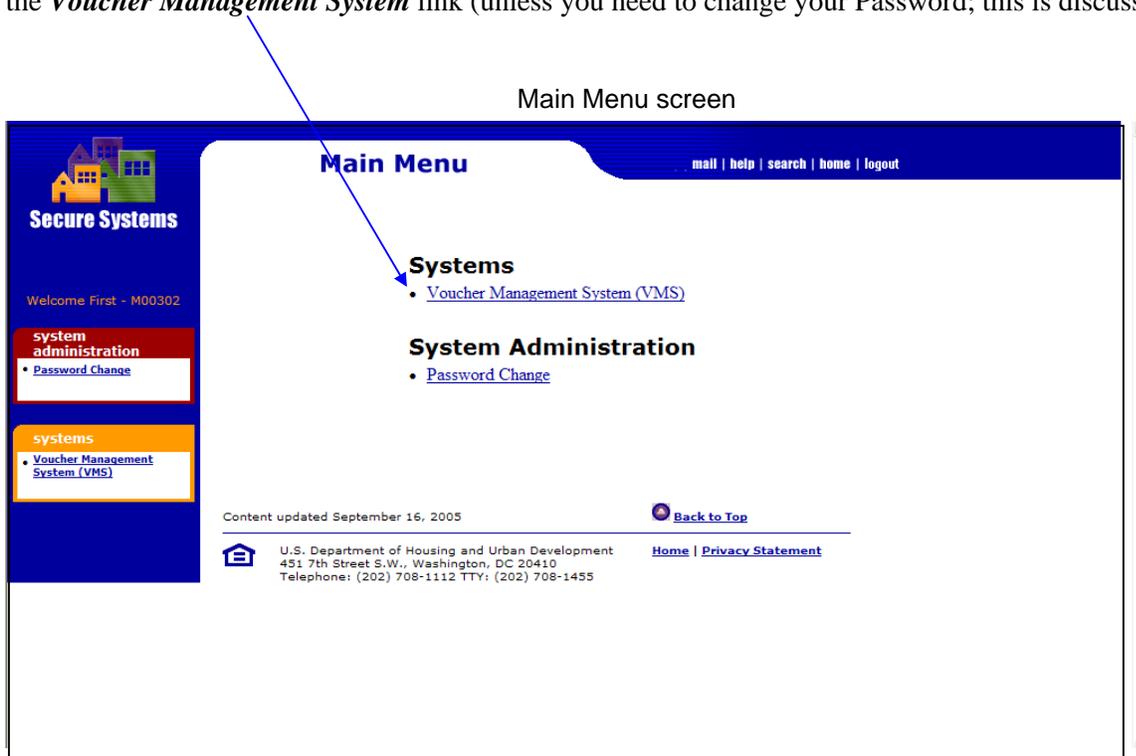
4.1.2 Saving Monthly Data

To save monthly voucher data you must first be aware of certain ‘rules’ that direct your choices of action:

- If you have been assigned only 1 PHA, refer to section 4.1.2.1
- If you have been assigned 2-50 PHAs, refer to section 4.1.2.2
- If you have been assigned 51 or more PHAs, refer to section 4.1.2.3

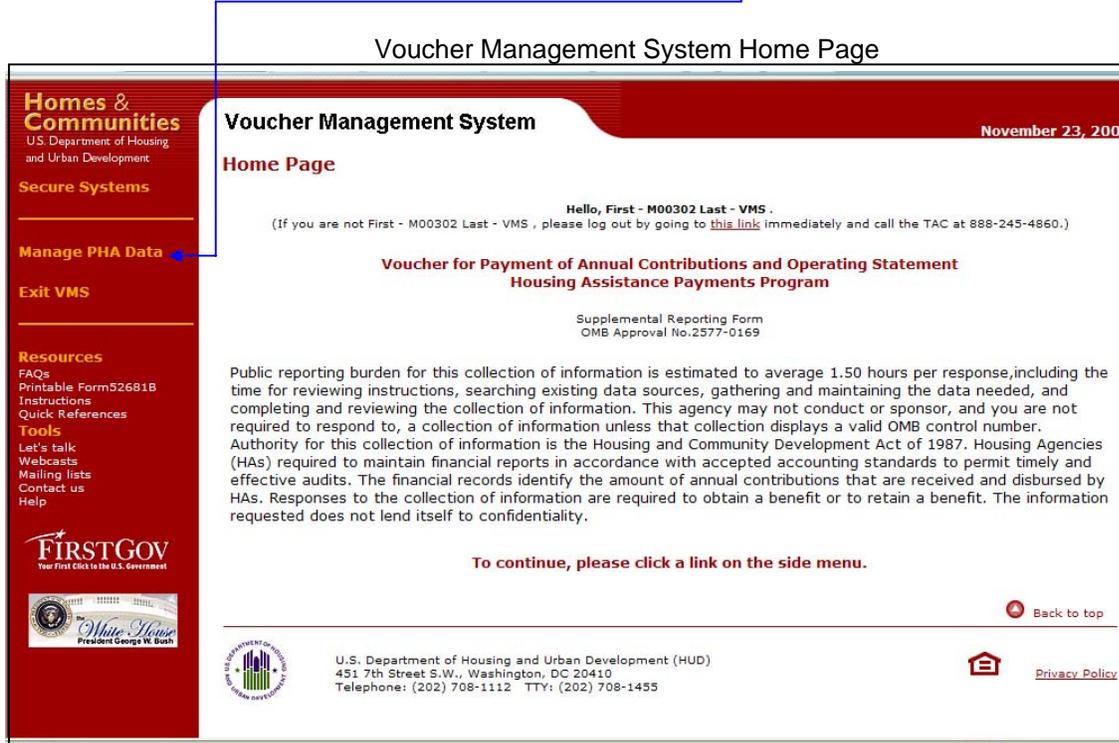
4.1.2.1 Only one [1] PHA submission

Following Login, the ‘Main Menu’ screen always appears. On this screen the UDE will **always** CLICK the *Voucher Management System* link (unless you need to change your Password; this is discussed later).

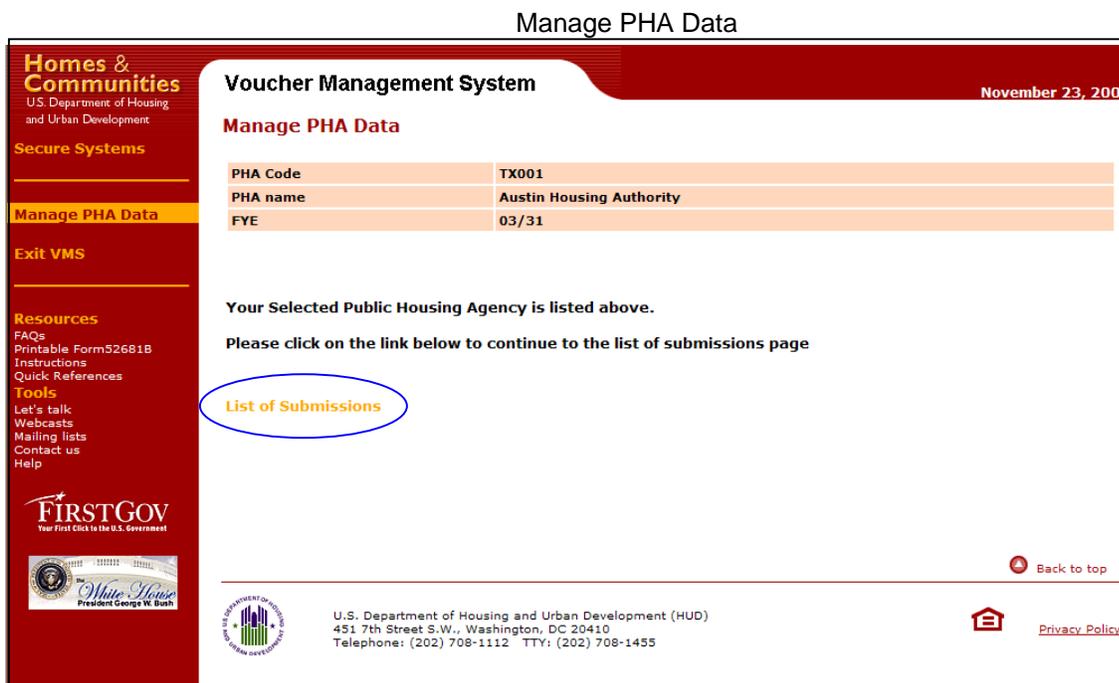


This action calls up the ‘Voucher Management System Home Page’ screen (see below)

And on this screen the UDE will **always** CLICK the *Manage PHA Data* button.



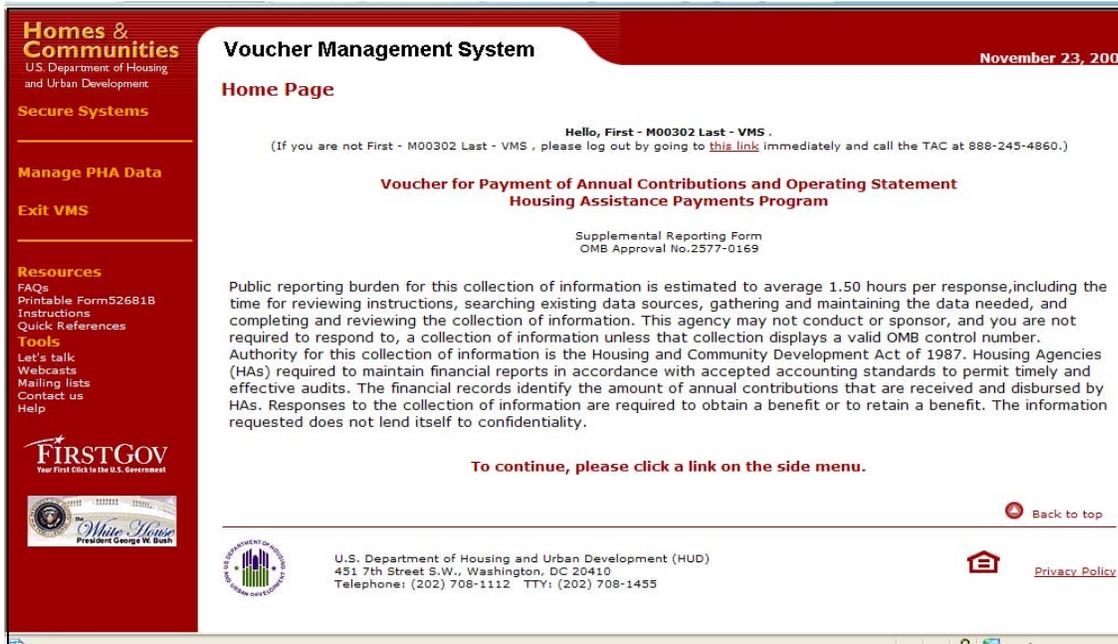
For the UDE with only one (1) PHA, this action calls up the ‘**Manage PHA Data**’ screen. And from this screen the UDE can go to the ‘**List of Submissions**’ page where the PHA information can be managed and submitted. This is accomplished by **CLICKING** the *List of Submissions* button. (circled below)



4.1.2.2 Two to fifty [2-50] PHA submissions

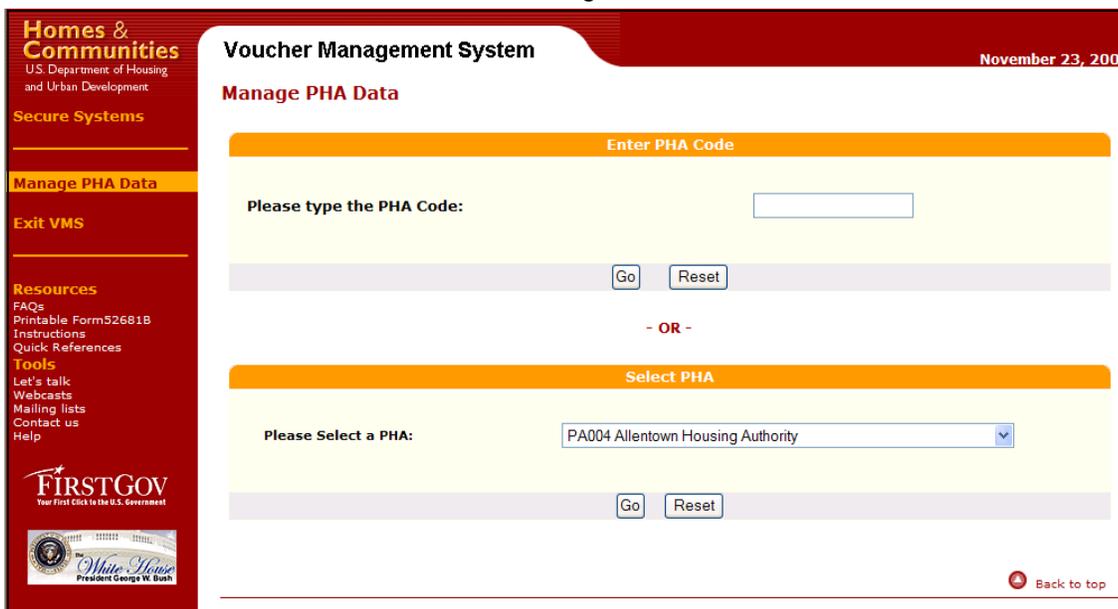
In the case where the UDE has been assigned from 2 to 50 PHAs, the user still CLICKs the **Manage PHA Data** button on the ‘VMS Home Page.’

Voucher Management System Home Page



This time the system calls up the ‘**Manage PHA Data**’ screen, where the UDE can either type in the PHA Code or select a PHA from a drop-down list and then CLICK the *Go* button.

Manage PHA Data



This action results in the individual ‘**Manage PHA Data**’ screen, on which the UDE then CLICKs on the *List of Submissions* button which then calls up the ‘**List of Submissions**’ screen from which the UDE can manage and submit the PHA.

Manage PHA Data (single PHA)

Voucher Management System November 23, 2005

Manage PHA Data

PHA Code	PA004
PHA name	Allentown Housing Authority
FYE	06/30

Your Selected Public Housing Agency is listed above.

Please click on the link below to continue to the list of submissions page

[List of Submissions](#)

[Back to top](#)

4.1.2.3 Fifty-one to ? [51-?] PHA submissions

In the case where the UDE has been assigned from 50 to more than 50 PHAs, the user still CLICKs the *Manage PHA Data* button on the ‘**VMS Home Page**,’

Voucher Management System November 23, 2005

Home Page

Hello, First - M00302 Last - VMS .
(If you are not First - M00302 Last - VMS , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

**Voucher for Payment of Annual Contributions and Operating Statement
Housing Assistance Payments Program**

Supplemental Reporting Form
OMB Approval No.2577-0169

Public reporting burden for this collection of information is estimated to average 1.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless that collection displays a valid OMB control number. Authority for this collection of information is the Housing and Community Development Act of 1987. Housing Agencies (HAs) required to maintain financial reports in accordance with accepted accounting standards to permit timely and effective audits. The financial records identify the amount of annual contributions that are received and disbursed by HAs. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

To continue, please click a link on the side menu.

[Back to top](#)

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but this time the system calls up the ‘**Manage PHA Data**’ screen, where the UDE can either type in the PHA Code or select a State to which the PHA belongs from a drop-down followed by **CLICKING** the *Go* button.

Manage PHA Data (Type PHA Code or Select State)

The screenshot shows the 'Manage PHA Data' screen in the Voucher Management System. The page has a red header with 'Homes & Communities' and 'U.S. Department of Housing and Urban Development' on the left, and 'November 23, 2005' on the right. The main content area is white with a yellow header for 'Manage PHA Data'. There are two main sections: 'Enter PHA Code' and 'Select PHA State'. The 'Enter PHA Code' section has a text input field and 'Reset' and 'Go' buttons. The 'Select PHA State' section has a dropdown menu with 'CA' selected and 'Reset' and 'Go' buttons. A 'Back to top' link is at the bottom right.

A new ‘**Manage PHA Data**’ screen appears, this one requiring the UDE to select a PHA within the selected State.

Manage PHA Data (Select PHA)

The screenshot shows the 'Manage PHA Data' screen in the Voucher Management System, specifically the 'PHA Selection' section. The page layout is similar to the previous screenshot. The 'PHA Selection' section has a dropdown menu with 'CA105 Housing Authority of the City of Burbank' selected and 'Reset' and 'Go' buttons. A 'Back to top' link is at the bottom right.

This action results in the individual ‘**Manage PHA Data**’ screen, on which the UDE then CLICKs on the *List of Submissions* button which then calls up the ‘**List of Submissions**’ screen from which the UDE can manage and submit the PHA.

Manage PHA Data (Individual Data)

The screenshot displays the 'Manage PHA Data' interface within the Voucher Management System. The page header includes the 'Homes & Communities' logo, the date 'November 23, 2005', and the system name 'Voucher Management System'. A left-hand navigation menu contains links for 'Secure Systems', 'Manage PHA Data', 'Exit VMS', 'Resources', and 'Tools'. The main content area features a table with the following data:

PHA Code	CA105
PHA name	Housing Authority of the City of Burbank
FYE	06/30

Below the table, the text reads: 'Your Selected Public Housing Agency is listed above. Please click on the link below to continue to the list of submissions page'. A link labeled 'List of Submissions' is provided. At the bottom right, there is a 'Back to top' button.

4.1.3 Working with a PHA List of Submissions

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

List of Submissions page

Voucher Management System		October 21, 2005	
Manage PHA Data			
List of Submissions			
PHA Code	CA001		
PHA name	San Francisco Housing Authority		
FYE	09/30		
Quarter/Month	Status	Last Updated by	
Submission: [July-2005" to "September-2005] [View/Print Quarter] [Submit Quarter]	Pending Submission		
July 2005	Submitted	CHERRY F HWEE 25 August 2005	
August 2005	Not Entered		
September 2005	Not Entered		
Submission: [April-2005" to "June-2005] [View/Print Quarter]	Submitted		
April 2005	Submitted	CHERRY F HWEE 24 May 2005	
May 2005	Submitted	CHERRY F HWEE 25 August 2005	
June 2005	Submitted	CHERRY F HWEE 25 August 2005	
Submission: [January-2005" to "March-2005] [View/Print Quarter]	Submitted		
January 2005	Submitted	HERBERT L LUM 25 February 2005	
February 2005	Submitted	CHERRY F HWEE 24 May 2005	
March 2005	Submitted	CHERRY F HWEE 24 May 2005	
Submission: [October-2004" to "December-2004] [View/Print Quarter]	Submitted		
October 2004	Submitted	HERBERT L LUM 18 November 2004	
November 2004	Submitted	HERBERT L LUM 25 February 2005	
December 2004	Submitted	HERBERT L LUM 25 February 2005	
Submission: [July-2004" to "September-2004] [View/Print Quarter]	Submitted		
July 2004	Submitted	HERBERT L LUM	

The **List of Submissions** is broken down into separate submission time periods. The latest submission period is always at the top. Previous submission periods will follow in chronological order. The '**List of Submissions**' page has five major columns/actions:

- **Quarter/Month** – This section identifies the submission period and contains the monthly links used to enter or modify PHA information.
- **Status** – This column identifies the current status for the quarterly submission and each month of the submission.
- **Last Updated by** – This column identifies the individual who made the last change to any of the monthly documents and the last time the monthly information was modified.
- **Submit Quarter** – This link will allow the monthly information to be released to HUD for processing of the information. More information on this process will be discussed later in this manual.
- **View/Print** – This link displays the users information in a single view, and allows the view (display) to be printed as shown.

4.1.4 Online HUD Form 52681-B

The Form 52681-B is the primary vehicle by which PHA data are input and submitted.

1. On the ‘**List of Submissions**’ page, **CLICK** a valid month for data input and submission. The online Form HUD 52681-B appears.

Form HUD 52681-B

Form HUD 52681-B

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

Secure Systems

Manage PHA Data

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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.

November 21, 2005

February 2005

Form 52681-B Action:

Contact Details

HA Number: CA123

HA Name: Housing Authority of the City of Pomona

HA FYE: 6/30

Name of HA Point of Contact:

Point of Contact Phone:

Ext.:

Point of Contact E-mail Address:

Name of Authorized HA Official: Samuel Segura

Official Housing Authority E-mail Address: sam_segura@ci.pomona.ca.us

Submission Type: Revision

Available Administrative Fee Reserve (Operating Reserves) Balance: N/A

Voucher Units

Litigation:

2. Complete the form using the field information listed in Appendix A.
3. When finished, **CLICK** the *Validate* button. VMS attempts to validate all of the data.
 - If VMS does not encounter errors, the ‘**System Messages**’ box displays a prompt for you to save. **CLICK** *Save*.
 - If VMS does encounter errors, the ‘**System Messages**’ box displays a prompt for you to correct the errors as noted on the form in red.
 - When you have completed making any corrections, **CLICK** the *Save* button, and then **CLICK** *Continue* to return to the ‘**List of Submissions**.’

4.1.5 Submitting Quarterly Data

When all of the data for a Quarter has been entered into VMS, you can submit the data from ‘List of Submissions’ page.

To submit Quarterly voucher data:

- From the ‘List of Submissions’ page, CLICK **Submit** next to the Quarter you want to submit.

List of Submissions page

Submission: [July-2005" to "September-2005]		Pending Submission	
[View/Print Quarter] [Submit Quarter]			
July 2005	Submitted		CHERRY F HWEE 25 August 2005
August 2005	Not Entered		
September 2005	Not Entered		
Submission: [April-2005" to "June-2005]			

- The ‘Submit Quarter’ page appears, which provides a summary of the data for the Quarter.

Submit Quarter page

Submit Quarter			
PHA Code	CA001		
PHA name	San Francisco Housing Authority		
FYE	09/30		
Reporting Month	July 2005	August 2005	September 2005
Contact Details			
Name of HA Point of Contact	Cherry Hwee		
Point of Contact Phone	4155541276		
Ext.:			
Point of Contact E-mail Address	hweec@sfha.org		
Name of Authorized HA Official	Gregg Fortner		
Official Housing Authority E-mail Address	fortnerg@sfha.org		
Submission Type	Original Submission		
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A		
Voucher Units			
Litigation			
Mainstream 1-Year			
Mainstream 5-Year			
Homeownership Vouchers			
Moving To Work Vouchers			
All Other Vouchers	7180		
Total Vouchers	7180		
Hope 6 Section 8 Vouchers			
Tenant Protection			
Tenant Protection - New this Month			
Enhanced Vouchers this Month			
New Home Owners - This Month			

- At the bottom of the page, read the agreements and then CLICK the **Submit** button. VMS checks to ensure that at least one month of data has been entered.
- If VMS does not encounter errors, the ‘**System Messages**’ box will state that the voucher data was successfully submitted.
- If VMS does encounter errors, the ‘**System Messages**’ box display prompts you to correct the errors. You must return to the “**List of Submissions**” to make the appropriate change. You must then re-submit the data.
- Click the *Continue* button to return to the ‘**List of Submissions**’ page.

Submit Quarter Confirmation

Submit Quarter							
PHA Code	CT006						
PHA name	Waterbury Housing Authority						
FYE	6/30						
<table border="1" style="margin: auto;"> <thead> <tr> <th colspan="2">System Messages</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Error</td> </tr> <tr> <td colspan="2">Voucher data was successfully submitted</td> </tr> </tbody> </table>		System Messages		No Error		Voucher data was successfully submitted	
System Messages							
No Error							
Voucher data was successfully submitted							
<input type="button" value="Continue"/>							

4.1.6 Editing Data

You can edit voucher data regardless of whether the Quarter has been submitted:

1. On the List of Submission page, click the *Month Year* link for the month you want to edit (for example, [August 2004](#)).

List of Submissions

Submission: [July-2005" to "September-2005]	Pending Submission	
[View/Print Quarter] [Submit Quarter]	Submitted	CHERRY F HWEE 25 August 2005
July_2005	Not Entered	
August_2005	Not Entered	
September_2005	Not Entered	
Submission: [April-2005" to "June-2005]	Submitted	

The Form HUD 52681-B appears with all of the information currently entered into the system.

2. Using the “TAB” key, tab to the appropriate field, delete the erroneous value and then re-key the correct information. Continue this process until all changes/corrections have been made
3. When finished, click the Validate button. VMS attempts to validate all of the data.
 - If VMS does not encounter errors, the *System Messages* box displays prompting you to save. Click Save.
 - If VMS does encounter errors, the *System Messages* box displays prompting you to correct the errors as noted on the form in red.

4. Click the Save button, and then click Continue to return to the List of Submissions.
 - If the Quarter has been submitted, this process changes the status of this entire quarter’s submission status to “Pending Submission”. Each individual month will reflect “Revised” or “Pending Submission”.

NOTE: You must *resubmit* the data to HUD. This will submit up to three months of data and change the status to “Submitted” for the reporting period. For steps to submit the Quarterly data see 4.1.5 ‘Submitting Quarterly Data.’

4.1.7 Viewing Monthly Data

NOTE: Viewing monthly data depends on your user access role. Read-Only users (HUE, or otherwise designated by the FMC – discussed in Section 5.0) can only view monthly data if the Quarter has been submitted. All others users can view monthly data regardless of whether or not the data has been submitted.

To view monthly data:

1. On the List of Submission page, CLICK the *Month Year* link for the month you want to view (for example, [August 2004](#)).

List of Submissions

Submission: [July-2005" to "September-2005] [View/Print Quarter] [Submit Quarter]	Pending Submission	
July 2005	Submitted	CHERRY F HWEE 25 August 2005
August 2005	Not Entered	
September 2005	Not Entered	
Submission: [April-2005" to "June-2005]		

The Form HUD 52681-B appears.

2. Review the appropriate data.

4.1.8 Viewing and Printing Quarterly Data

The UDE (and otherwise designated user) user can view and print all three months of data for a Quarter, regardless of whether the Quarter has been submitted.

To view or print Quarterly data:

1. On the List of Submission page, click the [View/Print](#) link for the Quarter you want to view.

List of Submissions

Submission: [July-2005" to "September-2005] [View/Print Quarter] [Submit Quarter]	Pending Submission	
July 2005	Submitted	CHERRY F HWEE 25 August 2005
August 2005	Not Entered	
September 2005	Not Entered	
Submission: [April-2005" to "June-2005]		

The View/Print Quarter page appears.

View/Print Quarter page

View/Print Quarter			
PHA Code	CA024		
PHA name	COUNTY OF SAN JOAQUIN HOUSING AUTH.		
FYE	09/30		
Reporting Month	July 2005	August 2005	September 2005
Contact Details			
Name of HA Point of Contact	Edward Sido	Glenda Wall	Glenda Wall
Point of Contact Phone	2094605065	2094605040	2094605040
Ext.:		0	0
Point of Contact E-mail Address	esido@hacsj.com	gwall@hacsj.com	gwall@hacsj.com
Name of Authorized HA Official	Edward Sido	Edward Sido	Edward Sido
Official Housing Authority E-mail Address	esido@hacsj.com	esido@hacsj.com	esido@hacsj.com
Submission Type	Original Submission	Original Submission	Original Submission
Available Administrative Fee Reserve (Operating Reserves) Balance	N/A	N/A	N/A
Voucher Units			
Litigation			
Mainstream 1-Year			
Mainstream 5-Year			
Homeownership Vouchers	12	12	12
Moving To Work Vouchers		478	477
All Other Vouchers	4442	3883	3888
Total Vouchers	4454	4373	4377
Hope 6 Section 8 Vouchers			
Tenant Protection			
Tenant Protection - New this Month			
Enhanced Vouchers this Month			
New Home Owners - This Month			

2. To print the data for the Quarter, CLICK *File* > *Print* on your browser menu.
3. CLICK on the *Back to List of Submissions* link to return to the 'List of Submissions' main page.

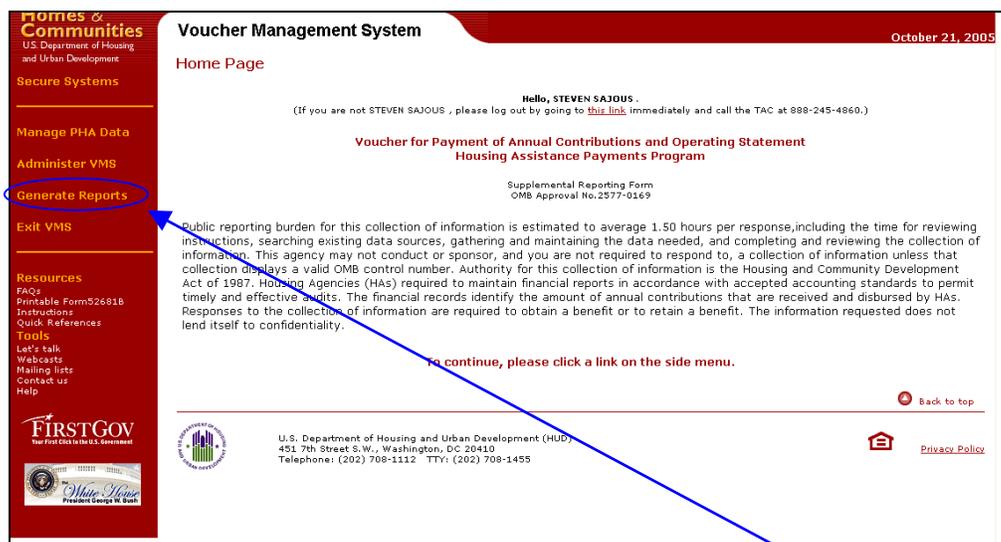
5.0 GENERATING REPORTS

5.0 GENERATING REPORTS

5.1 Reports – HUE User

The HUE, or ‘read-only’ user, has the ability to generate reports that reflect the status, transitions, and trends in PHA profiles, or data related to the non-submitter. As such, the HUE may request to view and/or print a 1) VMS Non-Submitter Report, or 2) one or more of four different report formats for VMS Data Collection. The report formats include: a) Data Table, b) Line Graph, c) Pie Chart, and d) Horizontal Bar Graph.

The generating of all Non-submitter and Data Collection reports begins with the main VMS Home Page:



For the qualified user to begin generating any of these reports, the link **Generate Reports** must be CLICKED.

This action calls up the ‘**Generate Reports**’ page (See below) from which either the **Non-Submitter** report, the **Data Collection** report and the **VMS Leasing and Unit Expense** report can be generated.

VMS Generate Reports Window

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

Secure Systems

Manage PHA Data

Administer VMS

Generate Reports

Exit VMS

Resources
FAQs
Printable Form 52681B
Instructions
Quick References

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

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

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March 2, 2006

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5.1.1 VMS Non-Submitter Report

The VMS Non-Submitter Report lists all active PHAs that have not submitted voucher data for at least one month during the requested time period.

Procedure for generating a Non-Submitter report:

- On the **VMS Main Page**, CLICK the *Generate Reports* link.
- On the '**Generate Reports**' Page, CLICK the *VMS Non-Submitter Report* link.
- On the VMS Non-Submitter Report Options Page you now have the following options from which to choose.
 - Data Table
 - Number of Non-Submitters per month
 - Number of Non-Submitters per PHA
 - Percentage of Non-Submitters

Select the type of table you wish see, the State from which you wish to pull data, and the dates range that you are interested in. (Date range must be 12 months or fewer.) The VMS Non-

Submitter Report Options Page and all four report formats are also shown below in subsections 5.1.1.1 – 5.1.1.5.

5.1.1.1 VMS Non-Submitter Report Options Page

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

Secure Systems

Manage PHA Data

Administer VMS

Generate Reports

Exit VMS

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White House
President George W. Bush

Voucher Management System March 2, 2006

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: 05 2005 to 11 2005 State CA

Report

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

Reset Go

[Back to top](#)

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5.1.1.2 Data Table Report

Resources
[FAQs](#)
[Printable Form52681B](#)
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Data Table
 Number of Non-Submitters per month
 Number of Non-Submitters per PHA
 Percentage of Non-Submitters

Non-Submitter Report

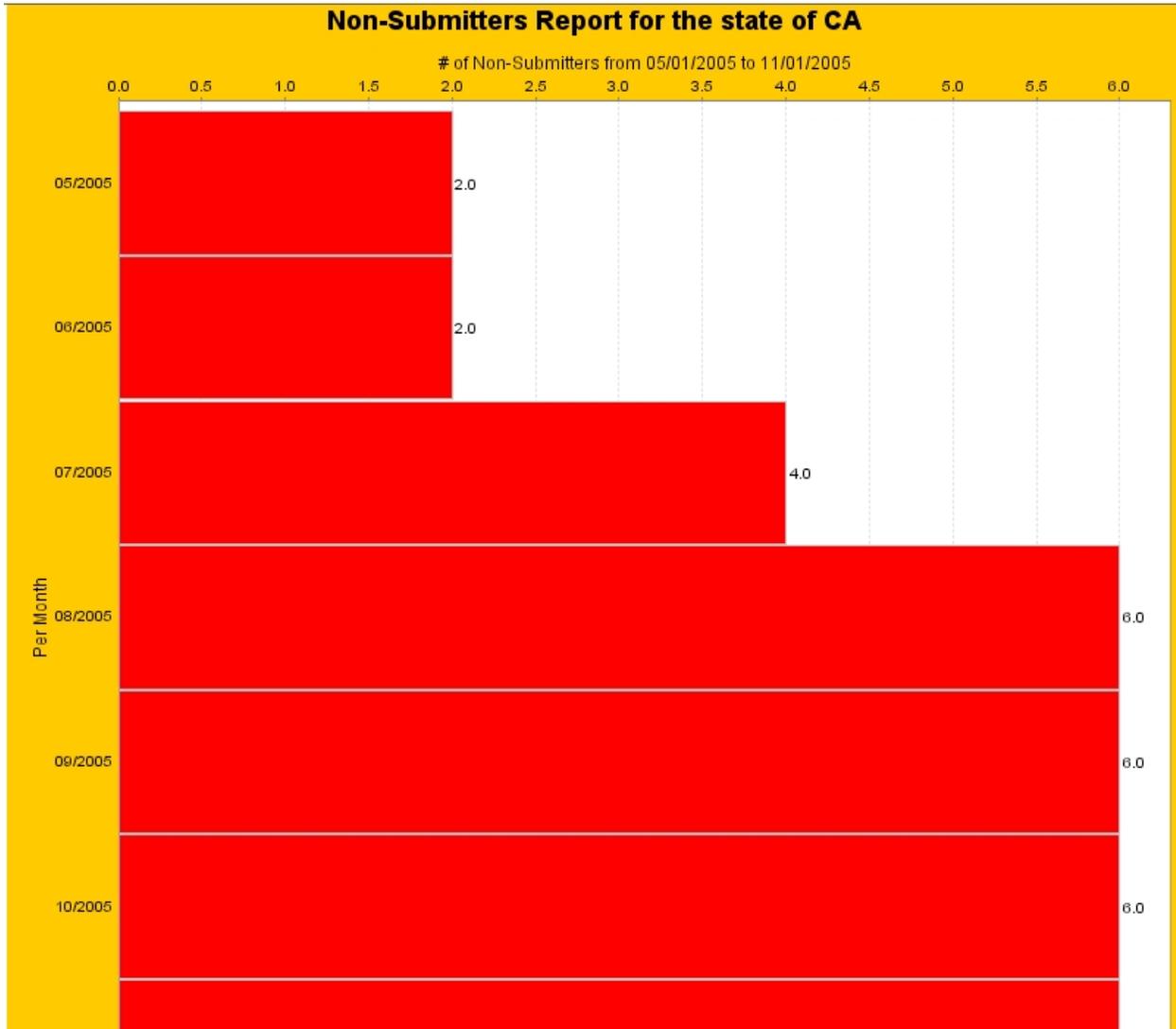
From	05/2005
To	11/2005
As of	03/02/2006

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

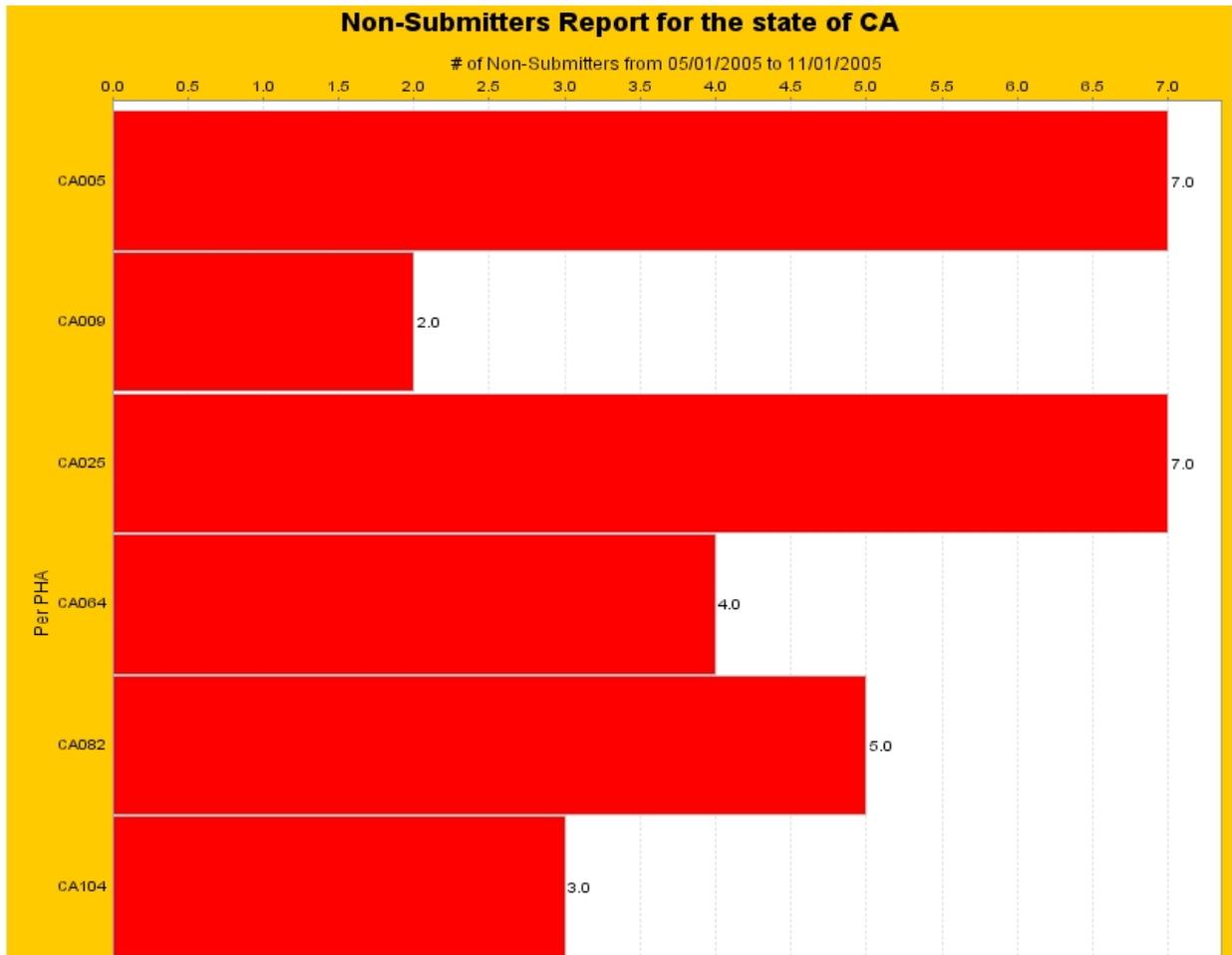
PHA	05/2005	06/2005	07/2005	08/2005	09/2005	10/2005	11/2005
CA005	N	N	N	N	N	N	N
CA009						N	N
CA025	N	N	N	N	N	N	N
CA064				N	N	N	N
CA082			N	N	N	N	N
CA104			N	N	N		
CA126				N	N	N	N

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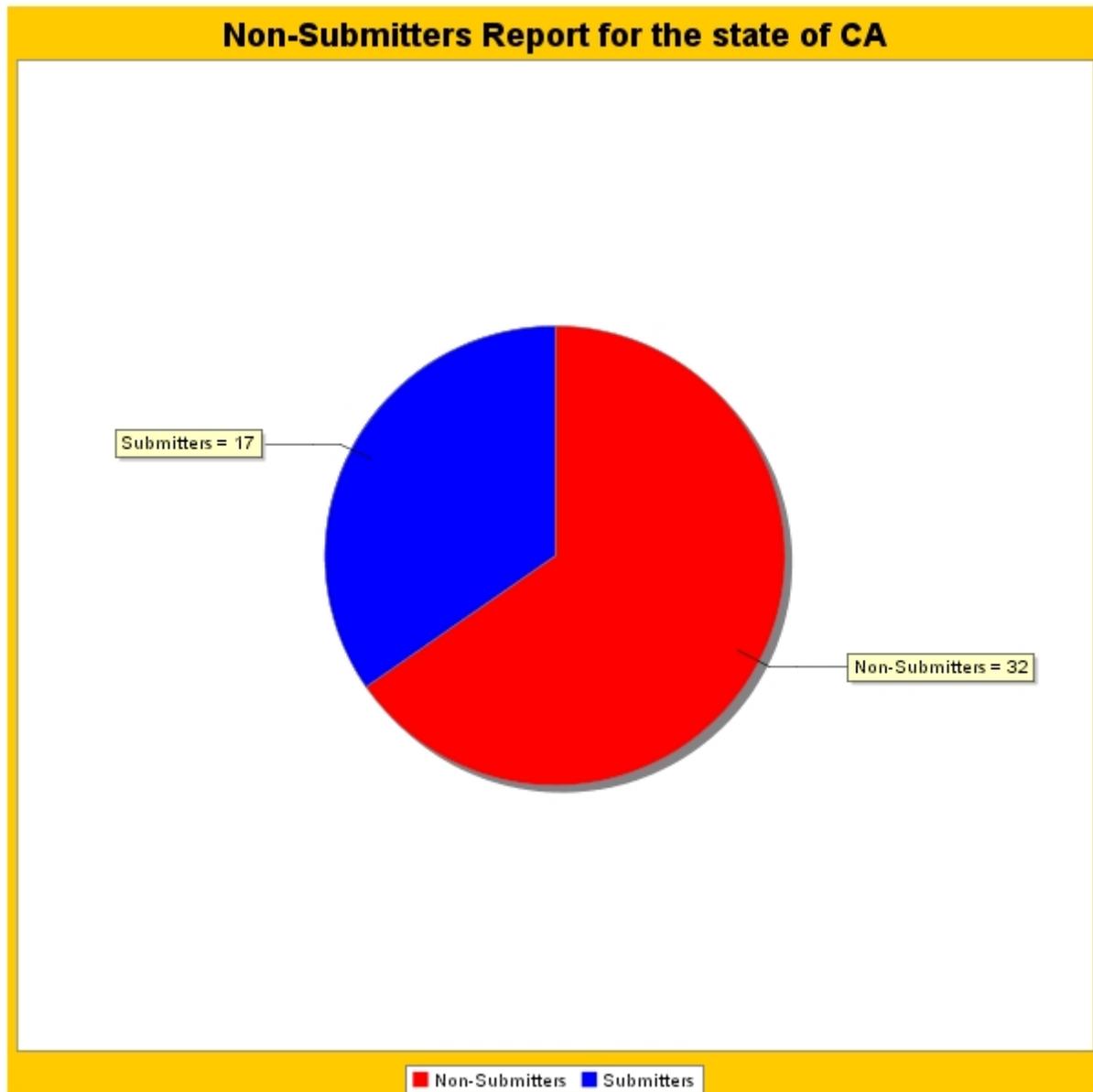
5.1.1.3 Number of Non-submitters per Month



5.1.1.4 Number of Non-submitters per PHA



5.1.1.5 Percentage of Non-Submitters



5.1.2 VMS Data Collection Report

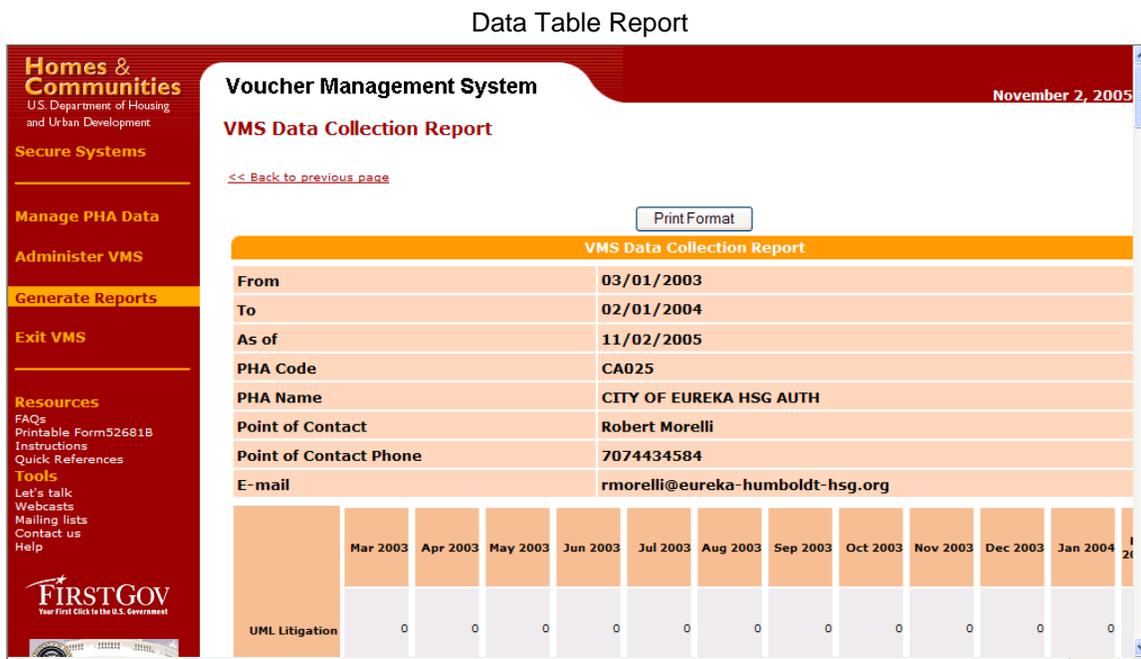
The VMS Data Collection Report option allows the user to select among four different styles of reports, including Data Table, Line Graph, Pie Graph, and Horizontal Bar Graph. Through these options, the user can select the appropriate report depending on data need (i.e., exact number value, trend, percentage, comparison, etc.).

5.1.2.1 Data Table Report

Procedure for generating a Data Table report:

- On the **VMS Main Page**, CLICK the *Generate Reports* link.
- On the ‘**Generate Reports**’ Page, CLICK the *Data Collection Report* link.
- Select *Data Table*.
- Select a State/PHA.
- Select a date range.

This results in the **Data Table Report**. (see below)



View, print, or export the report to PDF.

5.1.2.2 Line Graph Report

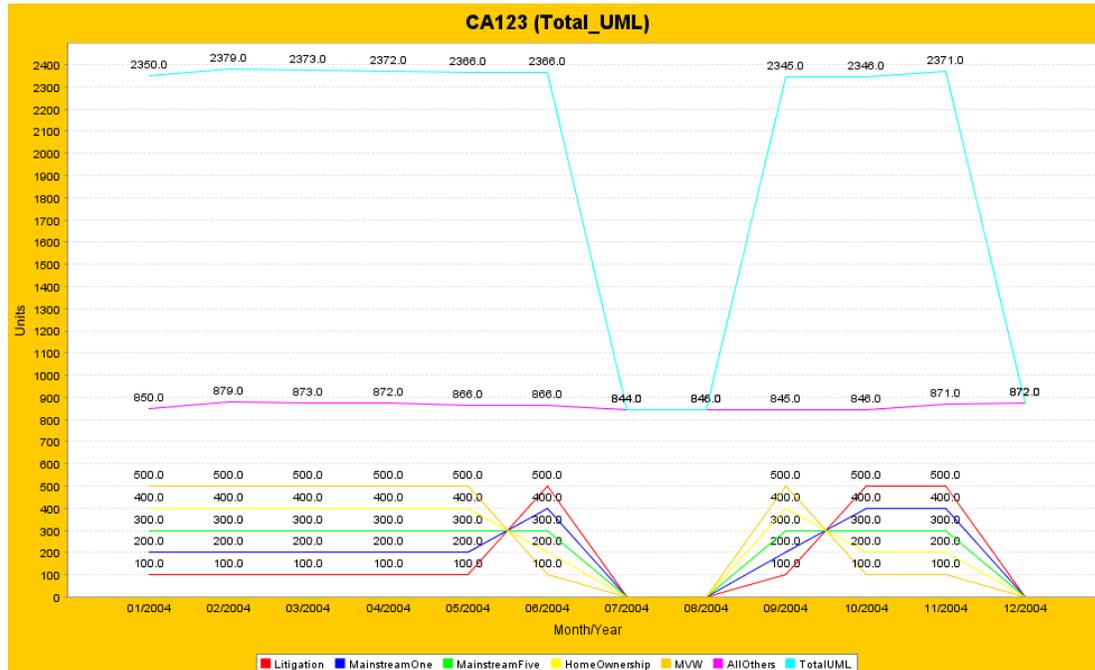
Procedure for generating a Line Graph report:

- On the **VMS Main Page**, CLICK the *Generate Reports* link.
- On the ‘**Generate Reports Page**,’ CLICK the *Data Collection Report* link.

- Select *Line Graph*.
- Select a State/PHA.
- Select a date range.
- Select queries.

This results in the **Line Graph** report. (see below)

Line Graph report



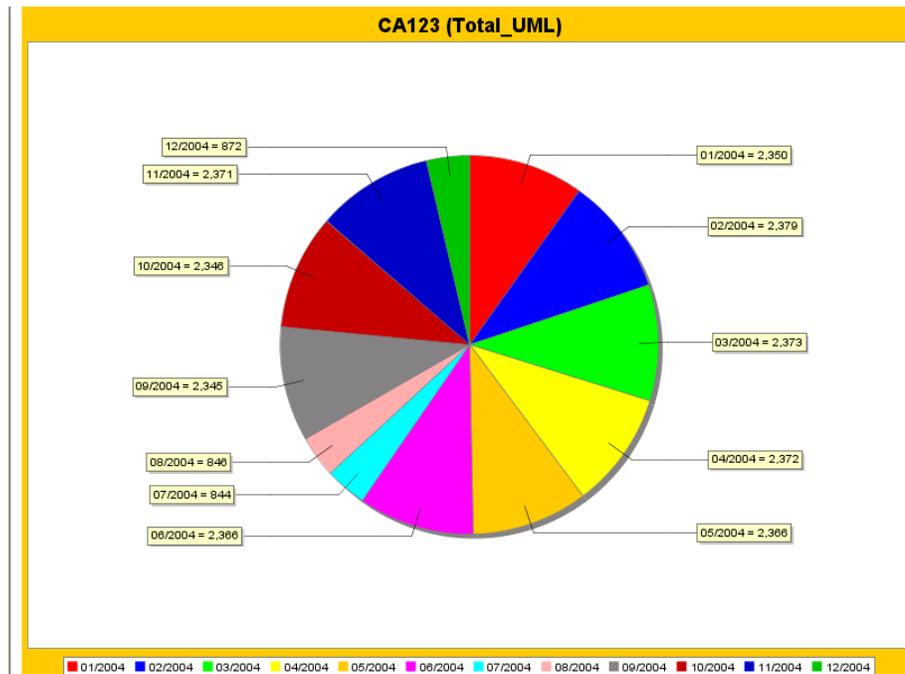
5.1.2.3 Pie Graph Report

Procedure for generating a Pie Graph report:

- On the **VMS Main Page**, CLICK the *Generate Reports* link.
- On the '**Generate Reports Page**,' CLICK the *Data Collection Report* link.
- Select *Pie Graph*.
- Select a State/PHA.
- Select a date range.
- Select queries.

This results in the **Pie Graph** report. (See below)

Pie Graph report

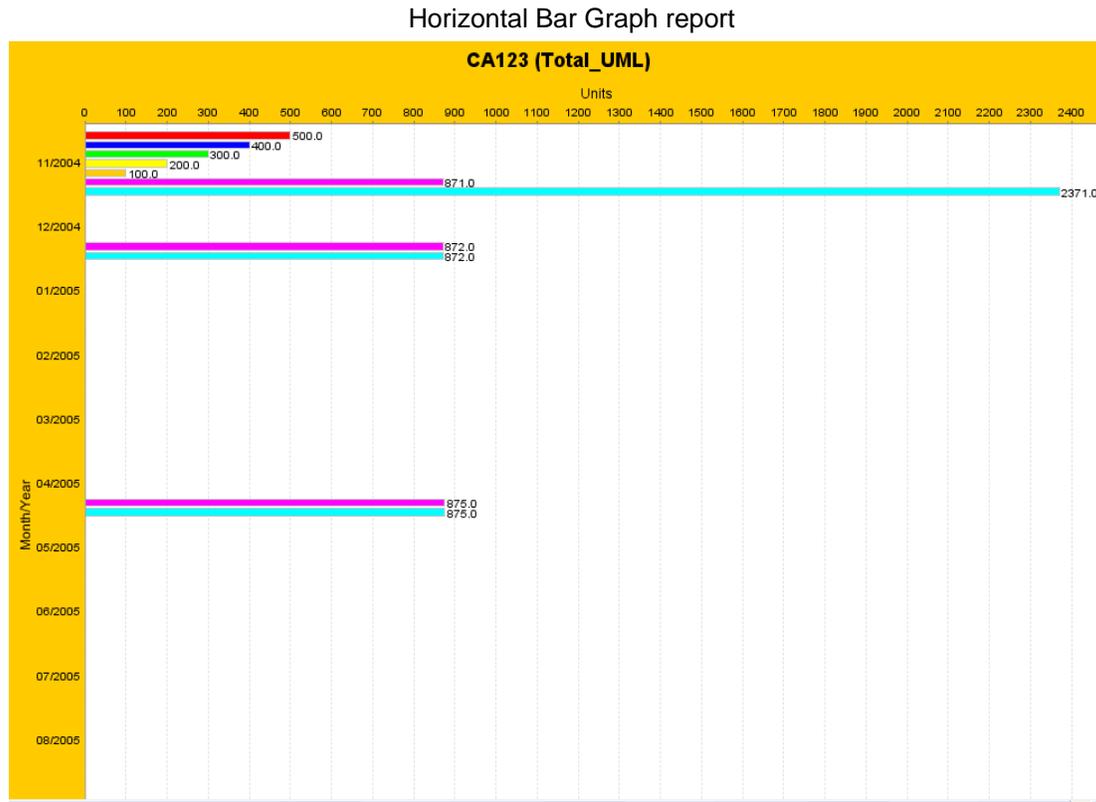


5.1.2.4 Horizontal Bar Graph Report

Procedure for generating a Horizontal Bar Graph report:

- On the **VMS Main Page**, CLICK the *Generate Reports* link.
- On the '**Generate Reports Page**,' CLICK the *Data Collection Report* link.
- Select *Horizontal Bar Graph*.
- Select a State/PHA.
- Select a date range.
- Select queries.

This results in the **Horizontal Bar Graph** report. (see below)



5.1.3 VMS Leasing and Unit Expense Report

The VMS Leasing and Unit Expense Report will improve reporting capabilities by adding the the total values for each month in the report available in VMS:

Procedure for generating a Leasing and Unit Expense Report:

- On the **VMS Main Page**, CLICK the *Generate Reports* link.
- On the '**Generate Reports**' Page, CLICK the *VMS Leasing and Unit Expense Report*.
- On the VMS Leasing and Unit Expense Report page, now have the following options from which to choose.
- Either Enter PHA Code or Select PHA Code
- CLICK "Go"
- Select a PHA for the state that was chosen on the previous page
- Select a Fiscal-Year-End Date
- The results in the **VMS Leasing and Unit Expense Report**. (see below)

VMS Leasing and Unit Expense Report

Voucher Management System
August 17, 2006

Leasing and Unit Expense Report

[Back to previous page](#)

VMS Leasing and Unit Expense Report

PHA Code	MD001
PHA Name	HOUSING AUTHORITY OF THE CITY OF ANNAPOLIS
Field Office Code	3BPH
As of	7/17/2006
PHA FYE	06/30

Month/Year	Monthly UMA	Monthly UML	Mainstream 5-Year UMA	Mainstream 5-Year UML	Home Ownership	Combined Lease Rate	Total HAP	HAP PUC
08/2002	280	119	0	0	0	42.50%	53,965	\$453.49
09/2002	280	122	0	0	0	43.57%	56,393	\$462.24
10/2002	280	119	0	0	0	42.50%	56,294	\$473.06
11/2002	280	128	0	0	0	45.71%	59,364	\$463.78
12/2002	280	129	0	0	0	46.07%	61,147	\$474.01
01/2003	280	132	0	0	0	47.14%	62,033	\$469.95
02/2003	280	130	0	0	0	46.43%	68,810	\$529.31
03/2003	280	139	0	0	0	49.64%	71,535	\$514.64
04/2003	280	142	0	0	0	50.71%	71,643	\$504.53
05/2003	280	149	0	0	0	53.21%	78,038	\$523.74
06/2003	280	145	0	0	0	51.79%	79,445	\$547.90

HA Fiscal Year-To-Date Information

	Regular	Mainstream	Combined	HAP Total
UML Total	1,454	0	1,454	718,667
UMA Total	3,080	0	3,080	Regular Utilization Percentage 47.21%
Difference between UMA and UML	1,626	0	1,626	Mainstream Utilization Percentage 0.0%
UMA CAP	3,360	0	3,360	Combined Utilization Percentage 47.21%
				Average PUC 494.27

Print Format Excel Format

Select Print or Excel format.

6.0 RESETTING YOUR PASSWORD

6.0 RESETTING YOUR PASSWORD

Procedures for resetting your password:

1. Go to the PIH-REAC homepage (<http://www.hud.gov/offices/reac/online/reasyst.cfm>).

REAC homepage

The screenshot shows the REAC homepage with a red header and a white main content area. The header includes the 'Homes & Communities' logo and navigation links. The main content area is titled 'Real Estate Assessment Center' and 'Online Systems'. A blue arrow points to the 'PASSWORD RESET' button in the 'Existing users log in below' section.

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

Real Estate Assessment Center
About REAC
Business area products
Business partners
Online systems
Common questions
Calendar
Industry user guides
Library
Directory
Training
Technical support
Contact us

HUD news
Homes
Communities
Working with HUD
Resources
Tools
Webcasts
Mailing lists
Contact us
Help

Real Estate Assessment Center
En español | Text only | Search/index

Online Systems

- **PIH-REAC System Upgrade Release Schedule:** (8/31/05)
All systems will be unavailable from 8pm ET Friday 16th, September 2005 until 7am ET Monday 19th, September 2005 for scheduled maintenance. We apologize for any inconvenience.
*Friday September 16, 2005 - 8pm Eastern Standard Time
*Friday January 20, 2006 - 8pm Eastern Standard Time
- **HUD's Hurricane Katrina resource page**
- **RASS 09/08/2005 UPDATE**
- **Voucher Management System:** VMS will start collecting the May, June, and July leasing data on August 15, 2005. Please have your quarterly submission input into VMS by COB August 31, 2005. (08/11/05)
- **Management Operations Certifications** not submitted by the E.D. will be **REJECTED**. (05/23/05)
- **Increased Security:** PIH-REAC applications are only accessible using a browser supporting 128 Bit encryption and SSL3.

Information by State
Print version
Email this to a friend

Existing users log in below
LOG IN

Need to access HUD systems? Register below:
Online Registration
PASSWORD RESET
Note: Password reset will require you to provide exact information from your original registration.

Helpful Tools
On-line Registration

1. CLICK **PASSWORD RESET**.

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

Reset Password page

2. 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.

7.0 LOGGING AND EXITING OUT OF VMS

7.0 LOGGING AND EXITING OUT OF VMS

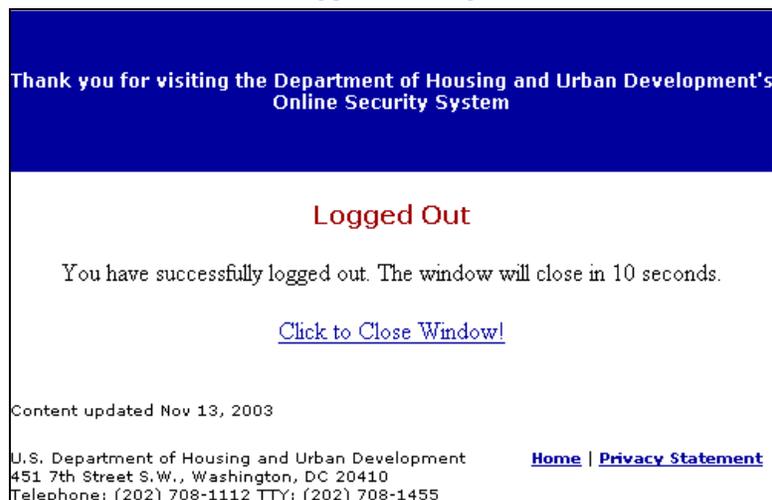
This section outlines the procedures for Logging out of VMS and Exiting VMS.

7.1 Logging Out

To log out of VMS:

1. Make sure that you have saved or submitted the necessary information.
2. Click the **Secure Systems** on the left side of the page. The Secure Systems Main Menu page will appear.
3. Click **Logout** at the top-right corner of the page. A message appears asking you to close all browser windows.
4. Click **OK**. The '**Logged Out**' page appears.

Logged Out Page



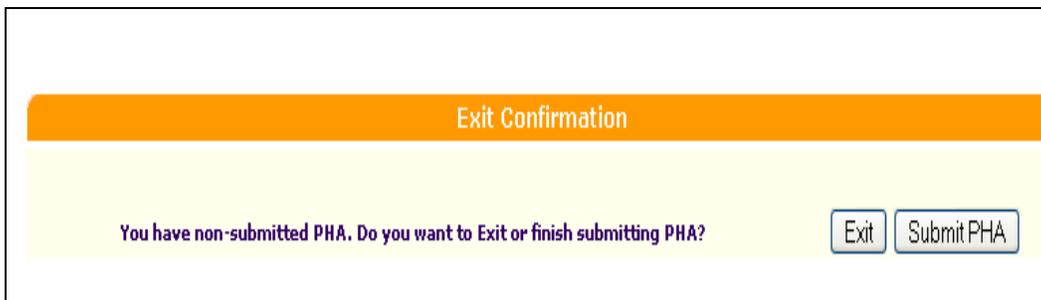
Close the browser window to exit REAC Online Systems.

7.1 Exiting VMS

To Exit VMS:

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

2. CLICK the *Exit VMS* link on the left side of the page. The ‘**Secure Systems Main Menu**’ page will appear.
3. If you have un-submitted data you will be prompted with the following page.
4. CLICK *Exit* to continue exit without submitting data
5. Or CLICK *Submit PHA* to go to the data that needs to be submitted.



6. Finally, the user is prompted to either submit data before exiting VMS, or simply to continue and Exit.

8.0 ADMINSTERING VMS

8.0 ADMINISTERING VMS

VMS System Coordinators (FDM) control which users are authorized to enter voucher data for what PHA. To be able to enter data voucher data for a particular PHA into VMS and submit it to HUD, a VMS user must be assigned the UDE - Utilization and Expense Data Submitter role and be assigned to that PHA within REAC Online Systems.

8.1 VMS System Coordinator functions

VMS System Coordinators can perform the following functions:

- Assign the UDE Submitter Role to a User
- Assign a Submitter to a PHA

8.1.1 Assigning the UDE Submitter Role to a User

To enter data into VMS and submit it to HUD, VMS users must be assigned the UDE - Utilization and Expense Data Submitter role within REAC Online Systems.

To assign the submitter role to a user, that user must have a valid REAC Online Systems user ID. If the user does not have a valid user ID, they must first complete the steps for Registration (Section 3.1) and then provide the user ID they receive.

Procedures for assigning the UDE role to a user:

6. Log into VMS using the steps in Section 3.0. At this point, the **'Legal Warnings'** page appears.
7. From the **'System Administration'** menu on the left side of the **'Legal Warnings'** page, CLICK *User Maintenance*. The **'User Maintenance'** page appears (see below).

User Maintenance Page

User Maintenance

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

Add New User

To add a new User to Secure Systems, click the 'Add New User' button.

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID

Search Users

To search for a User, enter at least one search criteria and then click the "Search Users" button.
To limit your search and response time, select a User Type or leave blank for all User Types.
If you do not select a User Type, then you must enter at least one other search criteria.

User Type

You may enter only one of the following search criteria.
Enter the participant's TIN, SSN, or PHA ID to list Business Partners OR
enter the Inspection Organization to list Inspectors OR
enter the AQA Contractor Employer Identificaion No. to list AQA Contractors OR
enter the Mortgage ID to list Lenders.

Business Partner - TIN/SSN/PHA ID

Inspector - Organization ID

- Search for the user either by User ID or User name and CLICK the appropriate *Search Users* button. The 'Maintain User' page appears.

Maintain User Page

Maintain User M00305

User Information	
User ID	M00305
First Name	Tester - M00305
Middle Initial	
Last Name	VMS
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner
Choose a Function	
	Maintain User Information <input type="text"/>

- From the 'Choose a Function' drop-down box, select *Maintain User Roles*.

Available Functions

Maintain User M00305

User Information	
User ID	M00305
First Name	Tester - M00305
Middle Initial	
Last Name	VMS
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner
Choose a Function	
Maintain User Roles	<input type="button" value="v"/>
Maintain User Information	
Maintain User Profile - Actions	
Maintain User Profile - Groups	
Maintain User Roles	<input type="button" value="v"/>
Reset User Password	

5. The list of available roles appears.

Available Roles

Assign/Unassign Roles for User M00305

User Information	
User ID	M00305
First Name	Tester - M00305
Middle Initial	
Last Name	VMS
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner
Please check/uncheck boxes to assign/unassign roles to the user	
VMS - Voucher Management Subsystem	
<input checked="" type="checkbox"/>	UDE - Utilization and Expense Data Submitter

6. Under 'VMS – Voucher Management System' at the bottom of the page, select the 'UDE - Utilization and Expense Data Submitter' role check box, and then CLICK the *Assign/Unassign Roles* button. A confirmation page appears.
7. CLICK the *Confirm* button. When the "Successful Transaction" message appears, CLICK *OK*.

Assign/Un-assign Role Confirmation page

Assign/Unassign Role Confirmation for User M00305

Roles to Assign to User M00305		
System Code	Role Code	Role Description
VMS	UDE	Utilization and Expense Data Submitter

No roles were selected to unassign.

Confirm Cancel

- The 'Maintain User' page appears again.

Maintain User page

Maintain User M00305

User Information	
User ID	M00305
First Name	Tester - M00305
Middle Initial	
Last Name	VMS
User Status	Active
Coordinator	No
User Type	PHA User/Business Partner
Choose a Function	
	Maintain User Information

Submit Cancel

- CLICK *Submit*.
- Repeat steps 1-7 for each User needing submitter rights in VMS.

NOTE: This User now has the ability to submit data in VMS, but you first must assign the User to a particular PHA so that they can view and submit the voucher data for that PHA.

8.1.2 Assigning a Submitter to a PHA

To enter data for a particular PHA into VMS and submit it to HUD, a VMS User assigned the UDE role must be assigned that particular PHA within REAC Online Systems.

Procedures for assigning a submitter to a PHA:

1. Log into VMS using the steps provided in Section 3.0.
The '**Legal Warnings**' page appears.
2. From the **System Administration** menu on the left side of the '**Legal Warnings**' page, CLICK **PHA Assignment Maintenance**.

The '**PHA Assignment Maintenance**' page appears.

PHA Assignment Maintenance page

PHA Assignment Maintenance

Please enter a User Id:

User ID

Choose a Function:

Assign PHA

For Assign PHA, provide one of the following or leave blank for all:

PHA ID

State

If selected criterion is State, sort by

PHA ID

3. Complete the following fields, and then CLICK the **Submit** button:

In this field...	Type...
User ID	The User ID (e.g., M00305) to which you want to assign a PHA
PHA ID	The PHA number (e.g., AB123) to associate with the User ID

The '**Assign PHA for User**' page appears. (see below)

Assign PHA for User Page

Assign PHA for User M00305

Choose a Role:

Role Description (System ID - Role Code)
Utilization and Expense Data Submitter (VMS - UDE)

Choose at least one PHA:

PHA ID - PHA Name
NE002 - Lincoln Housing Authority

- Select the **VMS-PHA** option to associate the PHA with the User ID, and then **CLICK** the *Submit* button. The 'Assign PHA Confirmation' page appears.

Assign PHA Confirmation Page

Assign PHA Confirmation for User M00305

User Information	
User ID	M00305
First Name	Tester - M00305
Middle Initial	
Last Name	VMS

PHAs to Assign to User M00305 for Role UDE.

PHA ID	PHA Name
NE002	Lincoln Housing Authority

- CLICK** the *Confirm* button to associate the PHA with the User ID.
- Repeat steps 1-5 for each User needing to be assigned to a PHA.

APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS

APPENDIX A: FORM HUD 52681-B FIELD DEFINITIONS

This section 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.

Note

- Enter data for the specified month only.
- All lease up Unit data is “As of the First of each Month”. All expense data should be entered in the month incurred including expenses for units leased after the first of the month.
- Each 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.
- 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, tab through it. If the reported value is zero, type “0”.

Contact Details

- **HA Number** – Number identifying the PHA, for example, AL123.
- **HA Name** – Name identifying the PHA.
- **HA FYE** – Fiscal year end date.
- **Name of HA Point of Contact** – (Required) Name of the person who can answer questions about the Form HUD 52681-B data submission. This field is pre-filled with VMS information (if available) and editable. Incorrect information should be corrected.
- **Point of Contact Phone** – (Required) Phone number of the PHA Point of Contact. This field is pre-filled with VMS information (if available) and editable. Incorrect information should be corrected.
- **Ext.** – The phone number extension for the HA Point of Contact. This field is pre-filled with VMS information (if available) and editable. Incorrect information should be corrected. Enter only whole, positive numbers without any punctuation marks or symbols (commas, dollar signs, and decimal points).
- **Point of Contact E-mail Address** – (Required) E-mail address for the HA Point of Contact. This field is pre-filled with VMS information (if available) and editable. Incorrect information should be corrected. Enter only one e-mail address.
- **Name of Authorized HA Official** – (Required) Name of the Authorized HA Official for the PHA (usually the Executive Director). This field is pre-filled from the PIC system. If it is blank, you must enter the official’s name and then, at a later time, input the required information into the PIC system. Incorrect information must be corrected in the PIC system. After you submit the data, it cannot be changed.
- **Official Housing Authority E-mail Address** – (Required) Official e-mail address for the PHA. This address serves as the primary e-mail address for official correspondence between the FMC and the PHA and must be the central e-mail address for the PHA. This field is pre-filled from the PIC system. If it is blank, you must enter the official e-mail address, and then, at a later time, input the required information into the PIC system. Enter only one e-mail address. Incorrect information must be corrected in the PIC system. After you submit the data, it cannot be changed.

- **Submission Type** – The state of this form: Original Submission, Revision, or Revised Submission
This field is pre-filled by VMS and is not editable.
- **Available Administrative Fee Reserve (Operating Reserves) Balance** – HUD does not currently require PHAs to submit Available Administrative Fee Reserve Balance information at this time.

Voucher Units

Note

- If you enter a value greater than zero (0) in any of these fields, you must enter a value greater than zero (0) in the corresponding HAP Expenses field.
- **Litigation** – Total number of vouchers leased from award(s) made by HUD in conjunction with a judgment or consent decree.
- **Mainstream 1-Year** – Total number of vouchers leased from initial or renewal 1-Year Mainstream awards.
- **Mainstream 5-year** – Total number of vouchers leased from initial or renewal 5-Year Mainstream awards.
- **Homeownership Vouchers** – Total number of vouchers leased for homeownership expenses rather than rent.
- **Moving to Work Vouchers** – Total number of vouchers leased in the PHA’s Moving to Work program.
- **All Other Vouchers** – Total number of vouchers leased for all other purposes. Do not include any vouchers leased for Litigation, Mainstream, Homeownership, or Moving to Work purposes, which are reported separately in the previous fields.
- **Total Vouchers** – System-calculated total of Litigation, Mainstream, Homeownership, Moving to Work, and All Other vouchers. This number represents the total number of vouchers leased by the PHA during the specified month.
- **Hope 6 Section 8 Vouchers** – Total number of units under lease for households whose voucher was provided from an award designated for Hope VI-affected participants. A household is reported in this category as long as the household remains a voucher participant.
- **Tenant Protection** – Total number of units under lease for households whose vouchers were initially provided from an award designated for tenant protection purposes. This includes vouchers awarded for relocation from or replacement of a public housing property; vouchers for tenants affected by a termination, opt-out, or pre-payment of a multifamily assisted development or a property disposition action; and vouchers provided for the replacement of expired Mod Rehab HAP contracts. A household is reported in this category as long as the household remains a voucher participant. Households reported in this category, as with those leased for Litigation, Mainstream, etc. (see ‘**All Other Vouchers**’ above) are also not reported in the All Other Voucher category.
- **Tenant Protection – New this Month** – Tenant protection units that are reported for the first time for this reporting month / were assisted for the first time in the reporting month. A household reported in this category is also reported in the Tenant Protection category. If an entry is made in this field, the HA should use the Comments section to identify the multifamily or public housing property in which the household resided when the voucher was provided, or that the participant was housed in a Mod Rehab unit.

- **Enhanced Vouchers this Month** – Total number of units under lease for households under the provisions for enhanced vouchers – vouchers for which higher payments are authorized because the household has remained in the unit occupied prior to the tenant protection action. A household reported in this category is also reported in the Tenant Protection category.
- **New Homeowners as of the First Date of This Month** – 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 authorized. If you enter a value greater than 10, you must provide an explanation in the Comments field at the bottom of the form.

HAP Expenses

Note

- If you enter a value greater than zero (0) in any of these fields, you must enter a value greater than zero (0) in the corresponding Voucher Units field.

- **HAP-Litigation** – Total amount of HAP expenses related to Litigation vouchers.
- **HAP Mainstream 1-Year** – Total amount of HAP expenses related to Mainstream 1-Year vouchers.
- **HAP Mainstream 5-Year** – Total amount of HAP expenses related to Mainstream 5-Year vouchers.
- **HAP Homeownership Vouchers** – Total amount of HAP expenses related to Homeownership vouchers.
- **HAP Moving to Work Vouchers** – Total amount of HAP expenses related to Moving to Work vouchers.
If you use Moving to Work voucher funds for any purpose OTHER THAN rental or homeownership assistance, you must provide an explanation in the Comments field at the bottom of the form. Do not include in this section the expenses for purposes other than rental or homeownership assistance.
- **HAP All Other Vouchers** – Total amount of HAP expenses related to all other vouchers charged to accounting code 4715, excluding any cost billed for HAP expenses listed in other fields and any cost billed to another agency.
- **HAP Total** – System-calculated total amount of HAP expenses for the PHA as reported in accounting code 4715, excluding any cost billed to another agency.
- **Hope 6 Section 8 Vouchers** – Total number of units under lease for households whose voucher was provided from an award designated for Hope VI-affected participants. A household is reported in this category as long as the household remains a voucher participant.

Fee Earned

- **Administrative Fee Earned** – PHAs receive a total annual amount for the administration of all on-going vouchers. PHAs may report each month 1/12 of this total, and should also report the fees provided for new vouchers awarded by HUD that are not included in the annual amount for all on-going vouchers. Fees for the new vouchers may be reported equally across the months covered by the new fee funding increment. The reported Administrative Fees Earned total does not affect the amount of funding provided.
- **Preliminary Fees** – Total amount of one-time fees for new PHAs limited \$500.00 per unit. The total amount of allowed fees being claimed for the fiscal year may be claimed at one time.

- **Housing Conversion Fee** – Total amount of one-time housing conversion fees limited to \$250 per unit. The total amount of allowed fees being claimed for the fiscal year may be claimed at one time. The reported amount must be divisible by 250.

Expenses

- **Administrative Expense** – Total amount of routine expenses associated with administering the HCV program (accounting codes 4110, 4130, 4150, 4170 (excluding costs associated with the IPA audit), 4180, 4190, 4400, 4510, 4540, 7520, and 7540), salaries, rent, sundry, training, maintenance, utilities, accounting expenses, etc., and *unfunded* FSS Coordinator and Housing Search/Counseling program expenses. Exclude expenses reported separately (for example, Audit) or billed to another agency. If a value is present in the Total Vouchers field, you must enter an amount in this field.
- **Audit** – Total amount billed for your IPA audit, if incurred during this reporting cycle, excluding the accounting service fee. Report this amount only in the month that it occurred.
- **Hard to House** – No expense data to be entered on this line for periods after April 2005; prior entries cannot be changed.
- **FSS Coordinator Expense** – Total amount of FSS Coordinator and Benefits expenses incurred during the month.
- **LBP Clearance Test** – No expense data to be entered on this line for periods after April 2005; prior entries cannot be changed.
- **LBP Risk Assess** – No expense data to be entered on this line for periods after April 2005; prior entries cannot be changed.
- **Mobility Counseling** – Total amount of all expenses related to the Housing Search Assistance Program or funded Mobility Counseling Awards in the month the expense occurred.
- **Regional Opportunity Counseling** – Total amount of all R.O.C. Grant expenses incurred during the reporting period.

Other Activities

- **Number of Hard-to-House Families Leased**– The 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 numeric, whole numbers only.
- **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 numeric, whole numbers only.
- **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 numeric, whole numbers only.

Other Expenses

- Report any expenditure for which the PHA is entitled to reimbursement from HUD.
- Provide a brief description. The field is limited to 255 characters.

Comments

- This section allows the Housing Agency to supply additional information or specific comments about the data being submitted.
- This field has no character limit.
- MTW Agencies should identify all MTW Voucher funds used for purposes other than leasing or homeownership assistance, by activity and amount.
- If you entered a value greater than 10 in the New Homeowners This Month field, you must provide an explanation in this field.

Additional HAP Expenses

- **Fraud Recovery – Amount Booked this Month** – Total dollar amount recouped by the HA as fraud recoveries during the month.
- **FSS Escrow Forfeitures** – Total value of FSS escrow accounts forfeited by tenants during the month; forfeitures may occur when the tenant violates or fails to complete the FSS contract.

Regular Portables – Units

- **Portability - In** – 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.
- **Portability - Out** – Total number of vouchers which are being administered on behalf of the HA by a Receiving HA under the portability provisions; the HA is being billed by the Receiving HA. A household reported in this category is also reported as a voucher participant included in the HA's total vouchers elsewhere in VMS.

Regular Portables – HAP

- **Portability - In** – HAP expenses attributable to the Regular Portability In (Units). These expenses are NOT included in the HA's total voucher HAP expenses elsewhere reported in VMS.
- **Portability - Out** – HAP expenses attributable to the Regular Portability Out (Units). These expenses are included in the HA's total voucher HAP expenses elsewhere reported in VMS.

Non-KDHAP Disaster Relief Portables – Units

- **Portability - In** – 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 KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.
- **Portability - Out** – Total number of vouchers assisting disaster victims which are being administered on behalf of the HA by a Receiving HA under the portability provisions; the HA is being billed by the Receiving HA. These vouchers are included in the HA’s total vouchers elsewhere reported in VMS. This category should include those cases where voucher tenants are being assisted as voucher tenants, using KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.

Non-KDHAP Disaster Relief Portables – HAP

- **Portability -In** – HAP expenses attributable to the “Disaster Portability In (Units)” This category should include those excess voucher HAP costs billed to the Initial HA for voucher tenants who are being assisted as voucher tenants, using KDHAP funds, but the excess voucher HAP costs are being billed to the initial HA.
- **Portability -Out** – HAP expenses attributable to the “Disaster Portability Out (Units)”. These expenses are included in the HA’s total voucher HAP expenses elsewhere reported in VMS. This category includes those cases where voucher tenants are being assisted as voucher tenants, using KDHAP funds, but the excess voucher costs are being billed to the initial HA.

KDHAP Disaster Relief – Units

- **Disaster Relief Families Assisted (exclude Ports)** – Total number of households being assisted via the KDHAP disaster relief funds. This includes household assisted under the provisions of the KDHAP program and households assisted with regular vouchers for which the HA is to be reimbursed from the KDHAP program. The households should not also be reported as regular voucher households elsewhere in VMS. This count should include ALL households assisted during the month, not just those assisted as of the first of the month.
- **New KDHAP Families Assisted (this month)** – Households being assisted via the KDHAP disaster relief funds that were assisted for the first time in the reporting month.

KDHAP Disaster Relief – HAP

- **Actual KDHAP Rental Assistance Provided** – Rental subsidy expenses attributable to the KDHAP Disaster Relief Families. This total should include ALL KDHAP rental assistance provided for the month, nor just that provided for households assisted as of the first of the month.
- **Actual Security Deposit** – Total amount expended during the reporting month for KDHAP security deposits.
- **Actual Utility Deposit** – Total amount expended during the reporting month for KDHAP utility deposits.

- **Date** – System-generated date identifying the date the PHA submits the original or revised document to HUD via the VMS web site.

USDA

- **USDA Voucher (Units)** – Total number of vouchers leased for the month to USDA-Assisted families.
- **USDA Voucher (Hap)** – Total amount of HAP expenses for the month related to USDA-Assisted vouchers.
- **USDA Admin Fee Earned** -- Total amount of administrative fees earned by the PHA for administering the USDA (You calculate the value using the latest published Administrative Fee Rate. The Administrative Fee is calculated by multiplying **the established per unit cost** Administrative Fee for the PHA’s housing voucher program by the **number of families residing in the section 515 project on the effective date of the prepayment.**)
- **USDA One-Time Fee** – The PHA will receive a one-time special fee in recognition of the additional costs associated with the administration of the USDA vouchers. The amount of the fee is \$250 per unit for the total number of occupied units on the effective date of the prepayment. *This amount is only entered into the first month of leasing.*
- **USDA Administrative Expense** – Total amount of routine expenses associated with administering the USDA program (accounting codes 4110, 4130, 4150, 4180, 4190, 4400, 4510, 4540, 7520, and 7540), salaries, rent, sundry, training, maintenance, utilities, and accounting expenses.

Disaster Voucher Program (DVP)

- **Total DVP Families Assisted** – Total Number of families assisted this month under the DVP program, excluding Homeless DVP families reported below. Units not reported anywhere else on this form.
- **Total New DVP Families Assisted this Month** – Number of first time families assisted under DVP this month, excluding Homeless families reported below. Number is included in the number of Total Regular DVP families assisted (See above).
- **DVP Homeless Families Assisted** – Total number of Homeless families being assisted under DVP. Families who were homeless immediately prior to Hurricane, not as a result of the disaster (See DVP Guidance issued 2-17-05).
- **New Homeless Families Assisted** – Number of families placed on the DVP this month. Number of previously homeless who are reported as DVP assisted for the first time this month; number is included in the number of homeless families assisted (See above).
- **Total Actual DVP HAP Provided** – Total of HAP paid this month, not including amount reported in Actual DVP HAP Provided for Homeless Families line (See below).
- **Total Actual DVP HAP Provided for Homeless Families** – Total HAP paid this month for Homeless families under the DVP program.

Remaining Fields and Buttons

- **Validate** – Validates all entries to insure that they are within the designated parameters of Form HUD-52681-B. When no errors occur, the System Message box will prompt you to save the form.

Click Save, and then click Continue to return to the List of Submissions page. If errors occur, the System Message box will prompt to correct the errors as noted on the form in red.

- **Save** – Saves the current month data and runs edit checks on the values you entered.
- **Cancel** – This button deletes the data you have entered on the form and returns you to the List of Submissions.

APPENDIX B: EXPLANATION OF SOME HUD VOUCHER TERMINOLOGY

Among the various types of voucher settings that are specified outside the 'All Other Vouchers' category are 1) Litigation, 2) Mainstream, and 3) Moving-to-Work. Another category of vouchers is those connected with individuals or families that have 'Portability.'

Portability: An eligible family that has been issued a housing choice voucher may use that voucher to lease a unit anywhere in the United States where there is a housing agency operating a housing choice voucher program. This feature of the program is referred to as portability. Under some circumstances, Welfare-to-Work voucher families are also eligible for portability.

The PHA that issues the voucher to a portable family that wants to move to a different jurisdiction is referred to as the "initial" PHA. The PHA in the jurisdiction to which the family wishes to relocate is called the "receiving" PHA.

The initial PHA determines eligibility for the housing choice voucher program based on its admission policies. The family is expected to initiate the portability process by informing the initial PHA of its interest in moving to another jurisdiction (porting out).

A participant family electing to move to another jurisdiction with its voucher is eligible to do so but only when the family is able to move out of its current program unit under the terms of the family's lease. A family is not eligible for portability if the family has moved out of its assisted unit in violation of the lease. Be aware, there is a certain period of time that must elapse after the initial PHA receives your written portability notice.

Litigation: Simply stated, the methodology HUD uses in determining utilization rates excludes vouchers awarded as part of litigation settlements (because their use is often restricted by the settlement terms). Therefore, the nature of the litigation outcome determines the appropriate voucher award.

Mainstream: Mainstream program vouchers enable families having a person with disabilities to lease affordable private housing of their choice. Mainstream program vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market. Only a family that includes a disabled person and is income eligible may receive a mainstream program voucher. Applicants will be selected from the PHA's housing choice voucher waiting list.

Moving to Work: The program offers public housing authorities (PHAs) the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies for low-income families by allowing exemptions from existing public housing and tenant-based Housing Choice Voucher rules and permitting PHAs to combine operating, capital, and tenant-based assistance funds into a single agency-wide funding source, as approved by HUD.

The purposes of the MTW program are to give PHAs and HUD the flexibility to design and test various approaches for providing and administering housing assistance that accomplish three primary goals:

- Reduce cost and achieve greater costs effectiveness in Federal expenditures;

Appendix B: Explanation of Some HUD Voucher Terminology

- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.