



INDUSTRY DAY

Holiday Inn Sacramento Downtown - Arena

April 23rd 2025

AHMA NCH Industry Day
Understanding the PBCA: Our Role and
How to Work with Us_{v2.1}

KEISCHA HARRIS & CHARLES YOUNG

CALIFORNIA AFFORDABLE HOUSING INITIATIVES, INC.

OAKLAND HOUSING AUTHORITY / CGI FEDERAL

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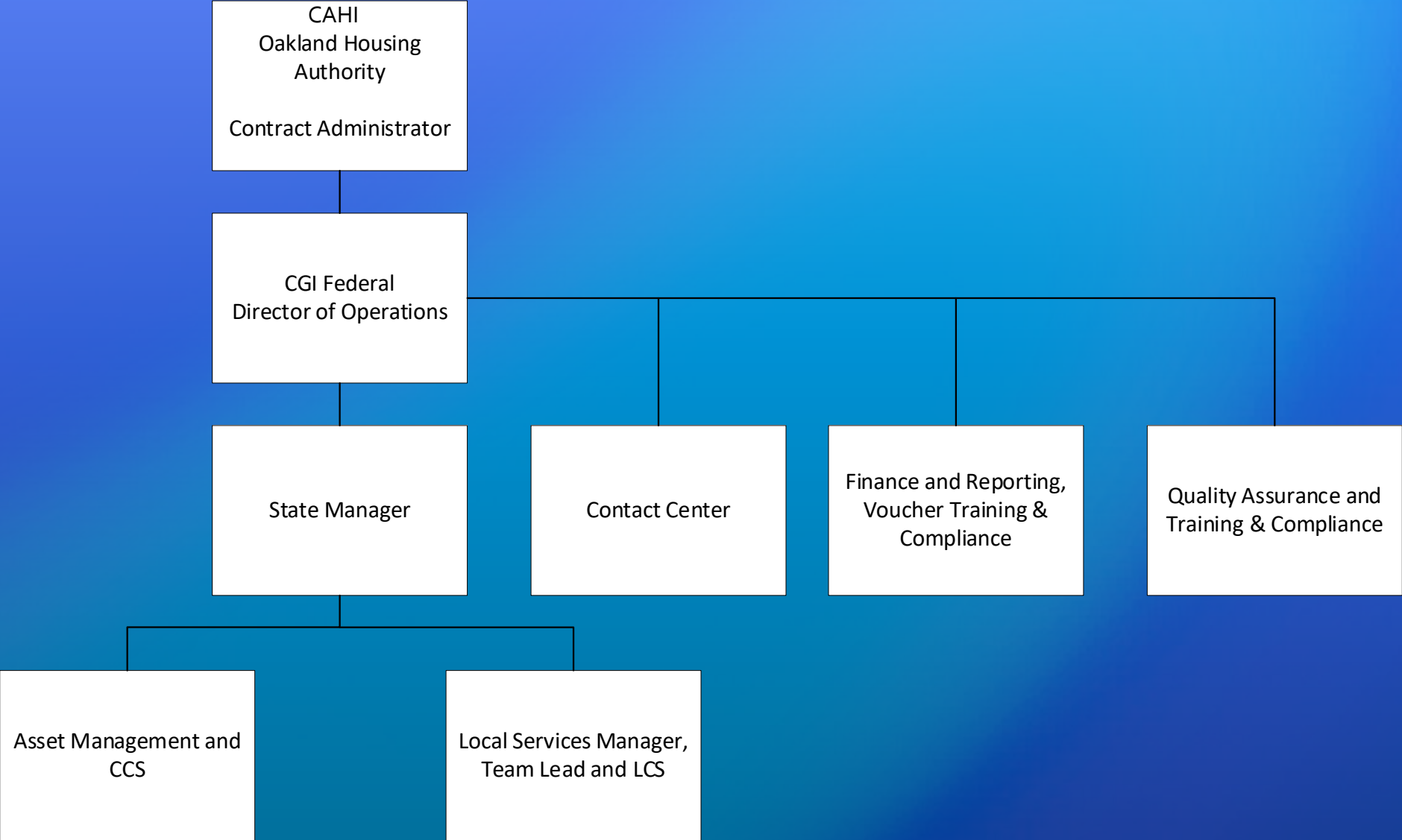
HISTORY AND BACKGROUND

- California Affordable Housing Initiatives, Inc. ("CAHI") was formed as an instrumentality of the Oakland Housing Authority to enhance, preserve, develop and administer housing for HUD-defined low and moderate income families and individuals in California. CAHI assumed contract administration duties for Northern California from HUD on October 1, 2004. The Northern California program encompasses 580+ properties and 44,000+ families.
- As part of HUD's Performance Based Contract Administration (PBCA) program for project-based section 8, CAHI's primary purpose is to administer Section 8 contracts in Northern California on behalf of HUD.
- CAHI has CGI as its business-processing partner to perform many of the processing activities required under the Annual Contributions Contract (ACC). These contract administration activities include renewing expiring Housing Assistance Payment Contracts, adjusting contract rents, processing monthly HAP voucher payments and performing Management & Occupancy Reviews.

AGENDA

- Org Structure
- Overview of “Who Does What”
- Timeframe of Tasks
- Changes over the years
- How to reach us
- MORS
- RAF/CR
- Contract Renewal / UEI
- Early Termination Process / Sec 8 Non Rev Units
- Contact Center
- Voucher Process Overview
- HOTMA
- Q&A

ORGANIZATIONAL STRUCTURE



KEY TEAM MEMBERS

CAHI/Oakland Housing Authority

- Duane Hopkins, Secretary, CAHI
- Keischa Harris, Contract Administrator

CGI Federal

- Charles Young, State Contract Manager
- Darline Burrell, Asset Management Manager
- Ann Ninh, Asset Management Manager
- Paul Rabuy, Local Services Manager
- Priscilla De La Cruz, Local Contract Specialist Team Leader
- Andrea Hampston, Customer Relations Manager
- Anna Stewart, PBCA Contact Center Supervisor

HUD & PBCA:

Who does What

ANNUAL CONTRIBUTIONS CONTRACT

Original ACC

- Some tasks never implemented

Processed by HUD, however, PBCA needs to know approved amount and Claim ID# for processing on the voucher.

3/21/02

Owner/Agent Quick Reference Chart Performance Based Section 8 Contract Administrator

What is HUD responsible for?	What is PB-CA responsible for?	Examples of Overlapping Areas of responsibilities between HUD and PB-CA
<i>You should mail any information that relates to the following areas to HUD directly:</i>	<i>You should mail any information that relates to the following areas to the PB-CA directly:</i>	
<ol style="list-style-type: none"> 1. Approve Management Certifications 2. Requests for changes in managing agents 3. Reserve for Replacements requests, suspensions and releases 4. Residual Receipts requests 5. General Operating Reserve requests 6. Monthly Accounting Reports 7. Annual Financial Statements (submitting through the FASS System) including responses to findings 8. Transfer of Physical Asset Package 9. Requests for Partial Releases of Security/Partial Payment of Claim 10. Requests for a Workout Agreement 11. Neighborhood Networks Plans 12. NOFA Applications (i.e. Drug Elimination, Safe Neighborhood Grant Service Coordinator and 202/811) 13. Monthly Vouchers on any funded NOFA Grant (i.e. DEG, SNG, Service Coord) 14. Monitoring Service Coordinators 15. Process prepayment requests 16. Assignment of HAP contracts to owner 17. Process and monitor flexible subsidy 18. Process special claims (debt service) 19. Management reviews on HUD administered 	<ol style="list-style-type: none"> 1. Establish resident baseline data 2. Review of Monthly HAP Vouchers and Special Claims 3. Responses to Discrepancies on monthly HAP vouchers 4. Disburse monthly housing assistance payments to owners 5. Section 8 Contract Opt Out Notification 6. Rent Increase requests/budgets, specials 7. HAP renewal requests (governed by Section 8 Renewal Policy, 1/19/01) 8. Tenant inquiries/Complaints for life and non-life threatening health and safety issues 9. General resident/community complaints 10. Follow-up to REAC Physical Inspections including EH&S findings 11. Process abatement action and advise HUD 12. Recommend Section 8 contract terminations 13. Negotiate Management Improvement Operating plans (MIO) 14. Management /Fair Housing Reviews on PB-CA contracts 16. Requests for information related to the payment of a specific voucher 17. Process special claims (vacancy, damage) 18. Utility allowance analysis 	<ol style="list-style-type: none"> 1. Processing Contract Opt Outs 2. Approval of MIO Plans for physical inspections with scores below 45 3. Rent increases over 5% 4. Coordination of activities within various branches of HUD 5. Rent increases-236 vs Section 8 6. Management reviews which indicate the need for enforcement activities 7. Management reviews with a rating of below average or unsatisfactory 8. FHEO checklist review 9. Appeals processing 10. FOIA and congressional inquiries 11. Enforcement/Compliance activity 12. Funding reservations for contract renewals 13. Data input

Early
Term-
inations

PBCA TASKS AND TIMING

- Contract Renewals
 - **Early Termination Process**
- Rental Adjustments
- HAP Vouchers, OA submits by the 10th, paid no earlier than first calendar day and no later than first business day of following month
- Management & Occupancy Reviews
- Contact Center
- Special Claims (Vacancy, Unpaid rent and/or Damages only)
- Annual Reporting, monthly reporting and PHA financial statements

CHANGES TO ASSIGNED TASKS OVER THE YEARS

- 2011 Modified extension contracts
 - No Opt Out or Tenant Data processing
 - No REAC or EHS certifications/follow up for completion
 - No MORs
- 2016 MORs start again, but no Civil Rights Compliance data gathering.
 - Subject to quarterly work plan approval by HUD HQ
 - Funding for roughly 66% of a PBCA's given portfolio
 - No AQL
- 2020 Covid Supplemental Payments Processing begins
- 2023 Risk based scheduling for MORs

HOW TO GET IN TOUCH

Cahi-submissions@cgifederal.com

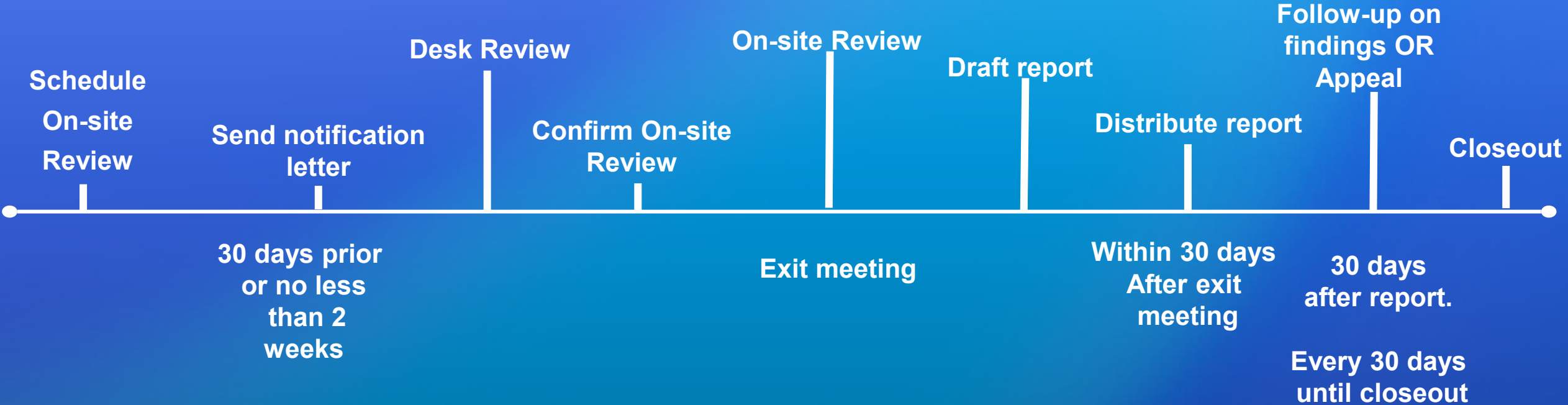
- For OAs: All materials, submitted electronically (redact PII!), must be sent to this address for proper distribution. If not, it will not be considered for complete package determination, claims determination or MOR responses.
- For HUD staff:
 - Initial request, PBCA property questions

PBCAContactCenter@cgifederal.com; 800 982-5221, TTY-800-735-2929, Spanish TTY-800-855-3000

- Tenant complaints, life threatening/non-life threatening health and safety issues
- Tenant or applicant concerns and questions

Management & Occupancy reviews (MOR)

TIMELINE



HUD FORM 9834

Management Review for Multifamily Housing Projects

U.S. Department of Housing and Urban Development
Office of Housing – Federal Housing Commissioner

OMB Approval No. 2502-0178
Exp. 04/30/2018

Summary

Date of On-Site Review: 	Date of Report: 	Project Number: 	Contract Number:
Section of the Act: 	Name of Owner: 	Project Name: 	Project Address:
Loan Status: <div><input type="checkbox"/> Insured <input type="checkbox"/> HUD-Held <input type="checkbox"/> Non-Insured <input type="checkbox"/> Co-Insured</div>	Contract Administrator: <div><input type="checkbox"/> HUD <input type="checkbox"/> CA <input checked="" type="checkbox"/> PBCA</div>	Type of Subsidy <div><input checked="" type="checkbox"/> Section 8 <input type="checkbox"/> PAC <input type="checkbox"/> Section 236 <input type="checkbox"/> Section 221(d)(3)BMTR</div> <div><input type="checkbox"/> Rent Supplement <input type="checkbox"/> RAP <input type="checkbox"/> PRAC <input type="checkbox"/> Unsubsidized</div>	Type of Housing <div><input type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Elderly <input type="checkbox"/> Elderly/Disabled <input type="checkbox"/> Other (please specify) </div>

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place N/A in the TCD column.

A. General Appearance and Security	A	C	TCD	Enter a score between 1 and 100 for the General Appearance and Security Rating. If this Section was not reviewed, enter 0. is 10% of the overall score. This category is rated
1. General Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Follow-up and Monitoring of Project Inspections	A	C	TCD	Enter a score between 1 and 100 for the Follow-up and Monitoring of Project Inspections Rating. If this Section was not reviewed, enter 0. is 10% of the overall score. This category is rated
3. Follow-Up and Monitoring of Last Physical Inspection and Observations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Maintenance and Standard Operating Procedures	A	C	TCD	Enter a score between 1 and 100 for the Maintenance and Standard Operating Procedures Rating. If this Section was not reviewed, enter 0. is 10% of the overall score. This category is rated
5. Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Vacancy and Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Energy Conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Financial Management/Procurement	A	C	TCD	Enter a score between 1 and 100 for the Financial Management/Procurement Rating. If this Section was not reviewed, enter 0. is 25% of the overall score. This category is rated Not Rated
8. Budget Management	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
9. Cash Controls	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
10. Cost Controls	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
11. Procurement Controls	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
12. Accounts Receivable/Payable	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
13. Accounting and Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
E. Leasing and Occupancy	A	C	TCD	Enter a score between 1 and 100 for the Leasing and Occupancy Rating. If this Section was not reviewed, enter 0. is 25% of the overall score. This category is rated
14. Application Processing/ Tenant Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Leases and Deposits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Eviction/Termination of Assistance Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Enterprise Income Verification (EIV) System Access and Security Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Compliance with Using EIV Data and Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Tenant Rental Assistance Certification System (TRACS) Monitoring and Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. TRACS Security Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Tenant File Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Summary of Tenant File Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Tenant/Management Relations	A	C	TCD	Enter a score between 1 and 100 for the Tenant Services Rating. If this Section was not reviewed, enter 0. is 10% of the overall score. This category is rated
23. Tenant Concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Provision of Tenant Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. General Management Practices	A	C	TCD	Enter a score between 1 and 100 for the General Management Practices Rating. If this Section was not reviewed, enter 0. is 10% of the overall score. This category is rated
25. General Management Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Owner/Agent Participation	<input type="checkbox"/>	<input type="checkbox"/>	N/A	
27. Staffing and Personnel Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall Rating:				

Management Review for Multifamily Housing Projects	U.S. Department of Housing and Urban Development Office of Housing – Federal Housing Commissioner	ADDENDUM C OMB Approval No. 2502-0178 Exp. 04/30/2018
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DOCUMENTS TO BE MADE AVAILABLE BY OWNER/AGENT

- Inventory listing/procedures for tools, supplies and keys; and Appliance model and serial number log by unit number.
- List of all employees including hire dates, annual salaries; and, if they live on site, bedroom size and whether or not they receive subsidy or are in a non-revenue producing unit.
- Utility reimbursement log/documentation that checks are distributed within 5 business days (date the HAP was received, date checks available on- site, and date check was distributed).
- HUD approval letter for any owner/agent initiated lease modifications.
- List of all additional fees/charges above rent and security deposit and documentation of HUD approval or actual cost.
- EIV Forms & Procedures: Coordinator forms- CAAF (Note: if initial HUD approved/signed CAAF is missing you must request a copy from the EIV helpdesk; signed copy must be available during MOR); User forms- UAAF; owner approval letters; EIV Rules of Behavior forms for all staff members or service bureaus that are not users or coordinators but have access to/use the EIV reports/data; & written procedures on the use of EIV data and reports as well as maintaining security of EIV Data
- Other VAWA documents including Emergency Transfer Plan, Form HUD-5380 Notice of Occupancy Rights under VAWA; Form HUD-5382 Certification Form; and Form HUD-5383 Emergency Transfer Request Form
- List of all evictions during the last 12 months and reason for eviction.
- Copy of Termination of Tenancy and Termination of Assistance letters.
- Grievance procedures with appeal information (both for standard grievances and 504) and a List of Fair Housing Complaints.
- Lead Hazard Control Plan and documentation of on-going maintenance (i.e. interim controls, visual inspections, reevaluations)
- Written procedures for resolving tenant complaints or concerns

(Note: additional documents may be asked for as needed during the on-site review that are not checked or listed)

Civil Rights Front End Limited Monitoring and Section 504 Review Documents

- ☒ Affirmative Fair Housing Marketing Plan
- ☒ Tenant Selection Plan, including any approved residency preference
- ☒ Recent advertising
- ☒ Fair Housing logo and Fair Housing poster

form HUD-9834 (06/2016)
 Ref. HUD Handbook 4350.1, REV-1
 and HUD Handbook 4560.2

PART I DESK REVIEW

Designed to provide a well-rounded view of the property and identify potential problems that must be targeted during the On-site Review.

- Pull information from iREMS, EIV, and TRACS.

- Review previous MOR and tenants inquiries/complaints

- Complete HUD 9834 Part I.

DAY(S) OF THE ON-SITE



HUD 9834 – PART II ON-SITE REVIEW

CATEGORY A. GENERAL APPEARANCE & SECURITY

1. General Appearance

- Based on observation

2. Security

- Questions asked to O/A



CATEGORY B. FOLLOW-UP & MONITORING OF PROJECT INSPECTIONS

3. Follow-Up & Monitoring of Project Inspections and Observations

- Based on current REAC follow up

4. Follow-Up & Monitoring of Lead-Based Paint Inspection

- Review of Documents

HUD 9834 – PART II ON-SITE REVIEW

CATEGORY C. MAINTENANCE & STANDARD OPERATING PROCEDURES

5. Maintenance

- Questions asked about unit inspections and work orders

6. Vacancy and Turnover

- Review of waitlist, inspection of units, questions asked



CATEGORY C. MAINTENANCE & STANDARD OPERATING PROCEDURES

7. Energy Conservation

- Questions asked

HUD 9834 – PART II ON-SITE REVIEW

CATEGORY E. LEASING AND OCCUPANCY

14. Application Processing and Tenant Selection

- Files review and follow up Inquiries

15. Leases and Deposits

- Files review and follow up Inquiries



CATEGORY E. LEASING AND OCCUPANCY

16. Eviction/Termination of Assistance Procedures

- Questions asked

17. EIV System Access and Security Compliance

- Review of documents and questions asked

HUD 9834 – PART II ON-SITE REVIEW

CATEGORY E. LEASING AND OCCUPANCY

18. Compliance with Using EIV Data and Reports

- Review of documents and questions asked

19. TRACS Monitoring and Compliance

- Review of documents and questions asked



CATEGORY E. LEASING AND OCCUPANCY

20. TRACS Security Requirements

- Review of documents

21. Tenant File Security

- Observation and questions asked

HUD 9834 – PART II ON-SITE REVIEW

CATEGORY E. LEASING AND OCCUPANCY

22. Summary of Tenant File Review

- Completed after onsite review and provides summary of all files reviewed and discrepancies found

HUD 9834 – PART II ON-SITE REVIEW

CATEGORY F. TENANT/MANAGEMENT RELATIONS

23. Tenant Concerns

- Review of documents and questions asked

24. Provision of Tenant Services

- Questions asked about service coordinator and neighborhood network



CATEGORY G. GENERAL MANAGEMENT PRACTICES

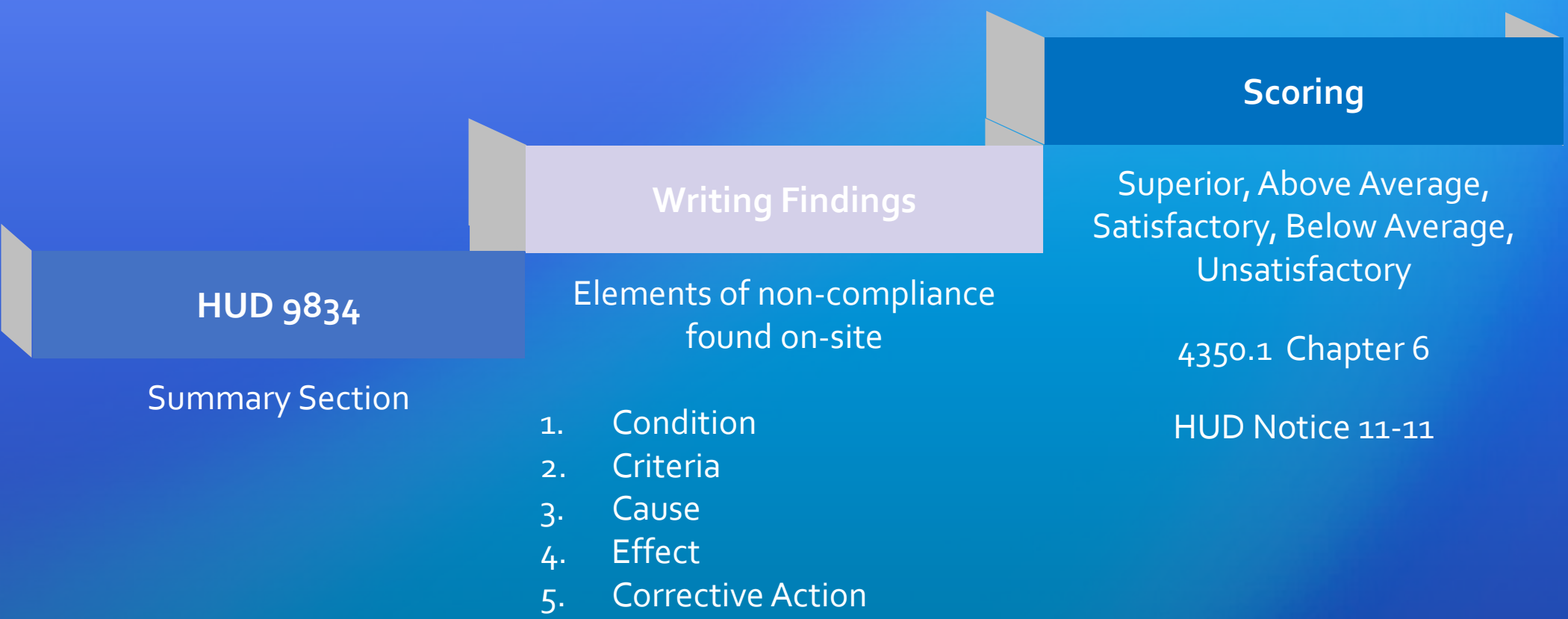
25. General Management Operations

- Observation, based on number of adverse conditions

27. Staffing and Personnel Practices

- 503 question and list of all staff.

DRAFTING THE MOR REPORT



Annual Rent Adjustments and HAP Contract Renewals

RENT ADJUSTMENTS

- 6 month reminders prior to HAP anniversary
- Budget Based
- AAF
- Auto OCAF (aOCAF)
- Manual OCAF
- Mark-to-Comparables (M2C)


EXPIRING HAP CONTRACT RENEWALS

- 6 month reminder
- 5 Renewal Options
 - Eligibility depends on a variety of property specific circumstances



UEI

UEI IS REQUIRED FOR HAP RENEWALS



ASSOCIATES LP

ALERT! This entity has opted out of public search. Only federal government users and users associated with this entity can view this record on SAM.gov.

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
	83AF1	Federal Assistance Awards Only
Registration Status	Expiration Date	
Active Registration	Jan 9, 2026	
Physical Address	Mailing Address	
United States	United States	

Business Information

Doing Business as	Division Name	Division Number
(blank)	(blank)	(blank)
Congressional District	State / Country of Incorporation	URL
New York 15	(blank) / (blank)	(blank)

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jan 13, 2025	Jan 9, 2025	Apr 25, 2018

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Mar 21, 2003	Dec 31

Immediate Owner

CAGE	Legal Business Name
(blank)	(blank)

Highest Level Owner

CAGE	Legal Business Name
(blank)	(blank)

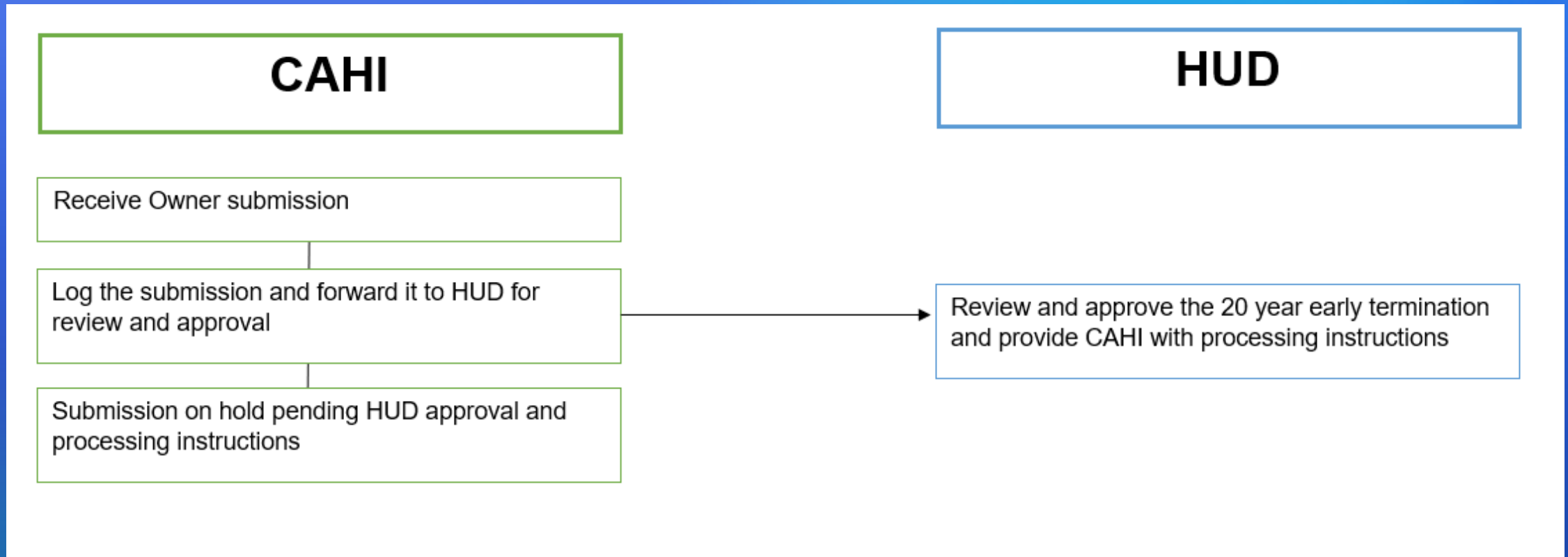
BIGGEST CAUSE OF DELAYS

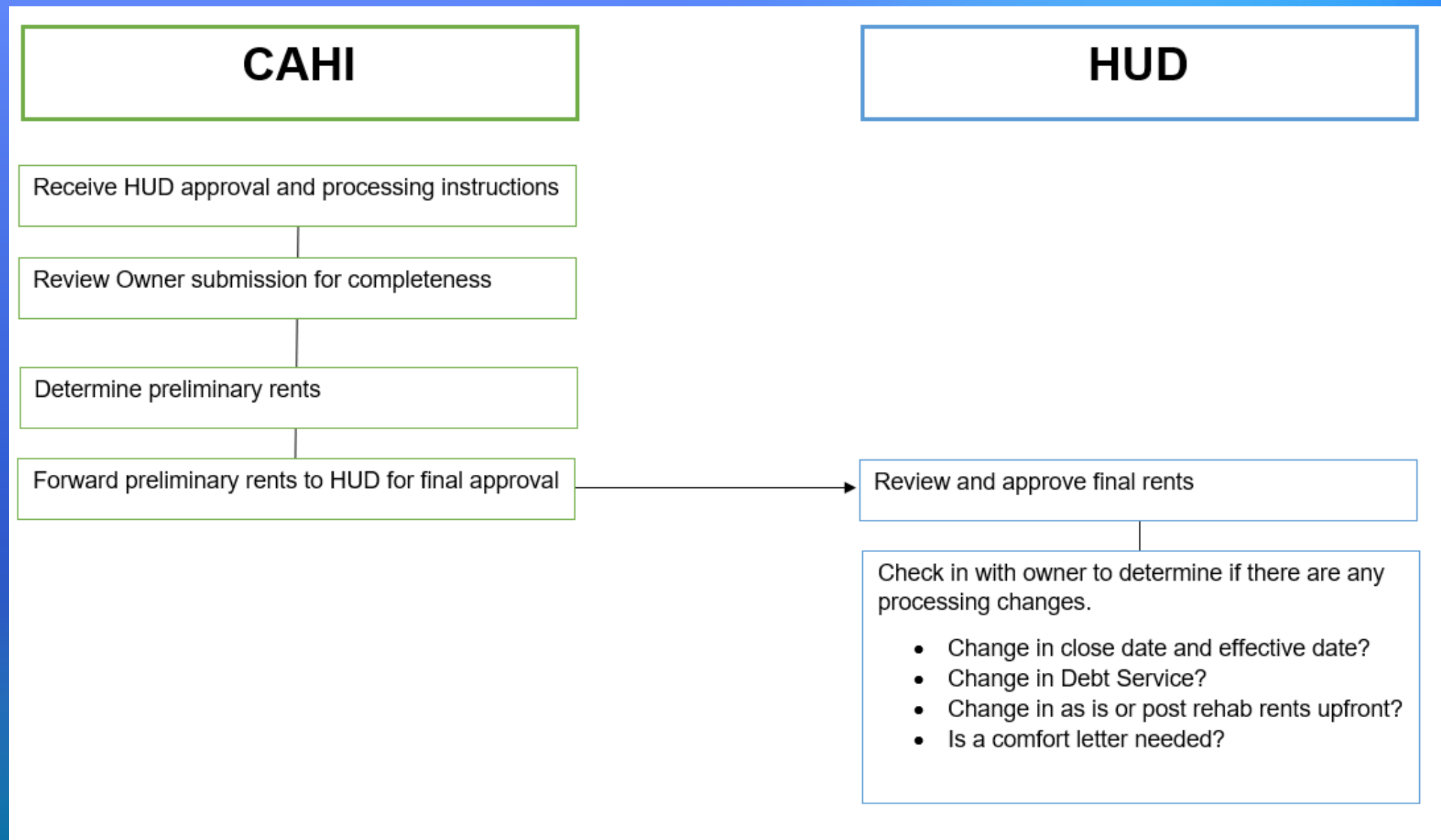
- Utility Allowance Baseline
- Rent Comparability Study
 - HUD Third Party RCS

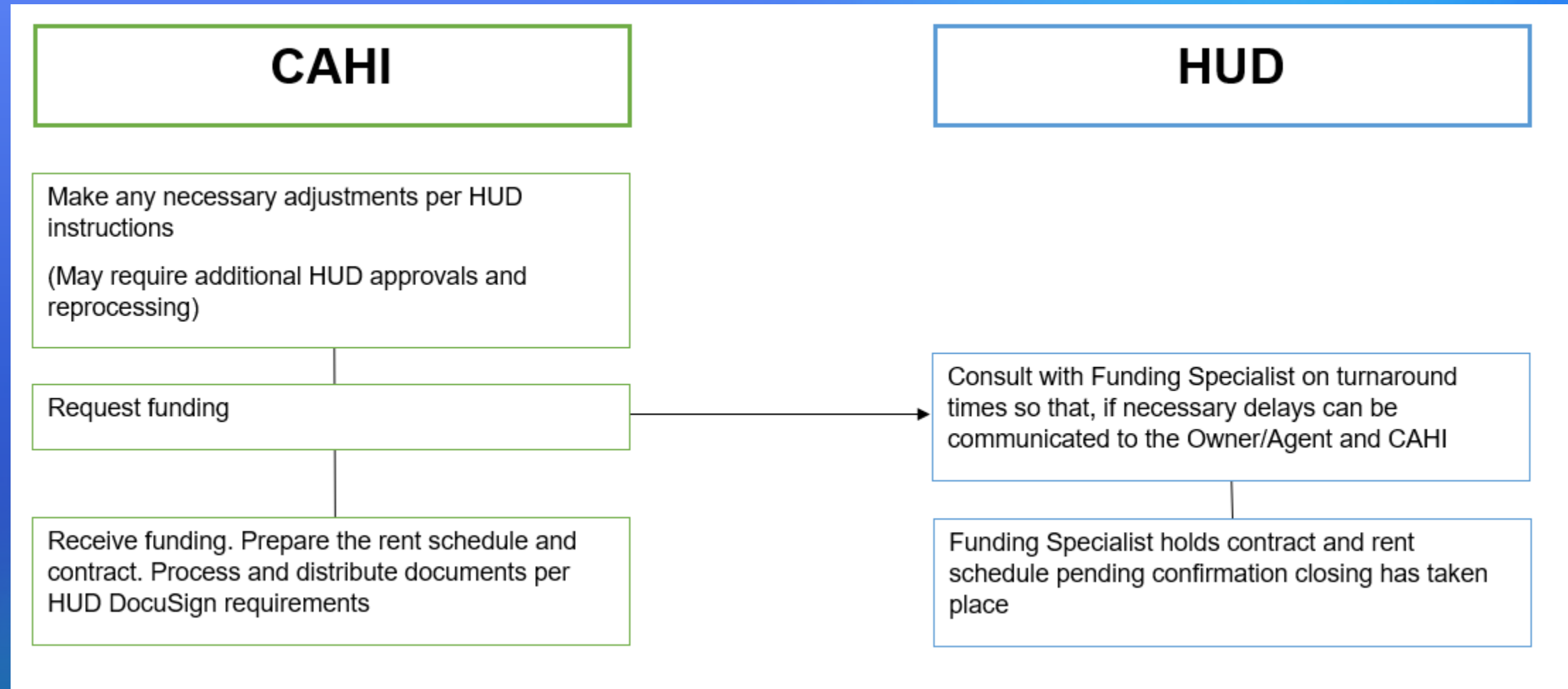
20 Year Early Termination HAP Contract Renewals

(Chapter 15 Sec8RG)

20 YEAR EARLY TERMINATION HAP CONTRACT RENEWALS







KEEP IN MIND

- CAHI's clock starts when we have a complete contract renewal package
- HUD AE should always be aware of how the renewal is progressing and take appropriate action with the owner/agent if there are owner/agent caused delays. Active HUD AE participation during the process reduces the chance of something falling through the cracks and prevents the need for last minute rush transactions

MORE TO KEEP IN MIND

- CAHI cannot request funding ahead of time. HUD AE should use the approved rents sent to them by CAHI to make any necessary preparations, i.e., actively communicating with HUD Funding Specialist, issuing a comfort letter
- HUD AE should keep CAHI informed of any changes to initial processing instructions and changes to close date/effective date
- CAHI cannot change the effective date without clear written instruction from HUD. OA notification is not sufficient for CAHI to make changes to the effective date or processing instructions previously set by HUD
- All renewals, including the applicable rent schedule, must be processed using DocuSign



NON-REVENUE UNITS

NON-REVENUE CONTRACT UNITS

Non-revenue Section 8 units must always be labeled as Section 8 units. They are still under contract and should remain in the properties total Section 8 unit count. ***They must also be included in your RCS and the appraiser must assign a market rent. Must also be included in the threshold test.***

NON-REVENUE CONTRACT UNITS

The units are offline but are still part of the overall Section 8 contract. When non-revenue Section 8 units are moved to the non-contract column in iREMS, it has a negative impact on:

- Transparency
 - The number of units the property contacted under no longer matches iREMS
- Annual Rent Potential
 - Non-revenue Section 8 units, in most cases, are assigned a rent that is part of the ARP
 - Removing the non-revenue Section 8 unit's rent from the ARP can impact OCAF increases
- Rent Schedule
 - Moving non-revenue Section 8 unit to non-contract changes the property's unit mix change resulting in a discrepancy between the executed rent schedule and iREMS
 - CAHI must investigate the discrepancy and request HUD to update iREMS which delays processing



CONTACT CENTER

CONTACT CENTER

- Located in Columbus, Ohio with a team of 5 representatives with an overflow center in NY additional 3 members.
- Report concern(s) to Management this includes the Property Manager, Managing Agent and the Owner, requesting a response (by specified date depending on complaint classification) and date/time of intended resolution.
- Management provides details- CC will continue follow up with management and resident until repairs have been confirmed.
- CCS- Double subsidy and responding to resident comments for rent increases.
- Follow up- HUD inquiries, LCS- Call logs (open complaints), Call Center Poster, and CGI website.

CC 3R's: Performing as an industry Resource, facilitating Resolutions, and fostering Relationships.

Monthly HAP Vouchers

VOUCHER – WHAT IS IT?

Housing Owner's **request** for Housing Assistance Payments.

- Must be submitted monthly to obtain assistance payments from HUD.
- Even when the owner is not requesting any assistance for the billing month.
 - \$0 Vouchers
 - e.g., Property Rehab or Disaster
 - Stored in TRACS
- HUD Form 52670
 - Submitted electronically: MAT30
 - Signed version kept on file.

Housing Owner's Certification and Application for Housing Assistance Payments		U.S. Department of Housing and Urban Development Office of Housing Federal Housing Commissioner		OMB Approval No. 2502-0182 (Exp. 08/30/2018)
Part I - Contract Information			HUD/CA Use Only	
1. Project Name: ABC Apartments		2. FHA/EH/Non-Insured No. 800001234	3. Sec. 8/PAC/PRAC/Contract No. AB123456789	Voucher Number:
4. Type of Subsidy: 1	5a. Management Agent's Name: ABC Housing, Inc.			Date Received:
	5b. EIN: 123456789			Date Paid:
Part II - Occupancy & Income Eligibility Information				
6. General Occupancy Information (contract specific):			7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	
a. Total Units in contract	116	a. Project-based exceptions in use	0	
b. Number of Units receiving subsidy under this contract	107	b. Project-based exceptions allocated	0	
c. Number of units abated under this contract	0	c. Tenant-based exceptions in use	0	
d. Number of Units vacant under this contract	8	d. Total exceptions (line b + line c)	0	
e. Number occupied by Market Rent Tenants	1	e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)		
Note: 6a must equal 6b + 6c + 6d + 6e				
Part III - Breakdown of Assistance Payment Requested			HUD/CA Use Only	
8. Type of Assistance		9. Number of Units in Billing	10. Amount Requested	11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr.):	04/24	107	118,661	118,661
b. Adjustments to Regular Tenant Assistance Payments		16	(1,129)	(1,129)
c. i. Section 8 Special Claims for Unpaid Rent				
ii. Section 8 Special Claims for Tenant Damages				
iii. Section 8 Special Claims for Vacancies		1	2,319	2,319
iv. Section 8 Special Claims for Debt Service				
d. Miscellaneous Accounting Requests				
e. Repayment Agreements			(550)	(550)
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1			119,301	119,301
Part V - Owner's Certification I certify that: (1) Each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (2) all required inspections have been completed; (3) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (4) no amount included on this bill has been previously billed or paid; (5) all the facts and data on which this request for payment is based are true and correct; and (6) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments. Warning: HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).			Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)	
			12. Applied to HUD-held mortgage	Amount Approved
			13. Applied to debts owed by mortgagor	
			14. Paid to Project	119,301
			15. \$ of the amount in item F, part III was released from the Residual Receipts Account.	
			Printed Name, Date, Title & Phone No. (include area code) & Signature: <i>Iona House</i> Iona House, 3/5/2024, Owner/Agent 123-456-7890	
Previous editions are obsolete			Submit an Original and two copies	
			form HUD-52670 (05/2014) ref. HB 4350.3 Rev. 1	

THE MAJOR COMPONENTS



Regular
Assistance



Retroactive
Adjustments



Special Claims



Miscellaneous
Adjustments



Repayment
Agreements



Total Subsidy
Authorized

Current Subsidy Request

Assistance Payment request for the current month for all **qualified tenants**. Supported by Certifications submitted.

Past Payment Adjustments

Billing changes caused by new or corrected certifications with an **Effective Date in the past** in comparison to the voucher month.

Payment for Approved & Adjusted Claims

Payments on an **approved or adjusted** Unpaid Rent, Tenant Damage, or Regular Vacancy Claim.

Accounting Adjustment Requests

that are **not associated with certifications** which require **specific codes** to facilitate efficient financial management and ensure regulatory compliance.

Reimbursement Transactions for Overpaid Subsidy

Tenants are obligated to **reimburse HUD** if they are charged less rent than required due to **underreporting or failure to report income**.

Over-all Subsidy Paid

The **subtotal of all sections** of the voucher. This is the **maximum amount of subsidy** that will be paid for the specified month.

SECTION 8 UNITS WITH A MARKET TENANT

HUD 52670

**Housing Owner's Certification
and Application for Housing
Assistance Payments**U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner**Part I - Contract Information**

1. Project Name:	2. FHA/EH/Non-Insured No.	3. Sec. 8/PAC/PRAC/Contract No.
ABC Apartments	800001234	AB123456789
4. Type of Subsidy:	5a. Management Agent's Name:	
1	ABC Housing, Inc.	
	5b. EIN:	
	123456789	

Part II - Occupancy & Income Eligibility Information**6. General Occupancy Information (contract specific):**

a. Total Units in contract	116
b. Number of Units receiving subsidy under this contract	107
c. Number of units abated under this contract	0
d. Number of Units vacant under this contract	8
e. Number occupied by Market Rent Tenants	1

Note: 6a must equal 6b + 6c + 6d + 6e

7. Exceptions to Limitations on Admission of Low Income Tenants (Sec. 8 contracts effective on or after 10/1/81):

a. Project-based exceptions in use
b. Project-based exceptions allocated
c. Tenant-based exceptions in use
d. Total exceptions (line b + line c)
e. Date Field Office last changed allocations project-based exceptions (mm/dd/yy)

Part III - Breakdown of Assistance Payment Requested

8. Type of Assistance	9. Number of Units	10. Amount Requested
-----------------------	--------------------	----------------------

RECONCILING BOTH OA AND CA

Previously, MAT30 Section 2, Items 6.a through 6.e were reviewed to ensure that 6.A equals the sum of 6.B, 6.C, 6.D, and 6.E on the CA side only.

- Now, we are reconciling both the OA and CA sides to ensure accurate reporting of contracted units according to Exhibit A and compliance with the rules for completing Form HUD-52670, as well as meeting subsidy data reporting requirements to TRACS.
- If there are discrepancies between what the OA reports and what we have in our system, we will adjust our records to match the OA.
- If the OA is reporting incorrectly, we will notify them in the Draft Reconciliation and work with them to resolve any issues.

HUD 52670

Instructions for Form HUD-52670: HUD Clips > Forms Resource [52670ins.doc](#)

Part II. Occupancy and Income Eligibility Information.

Item 6a. TOTAL UNITS IN CONTRACT - Do not include HUD-approved, **non-revenue producing units**. Enter the number of residential spaces for a group home.

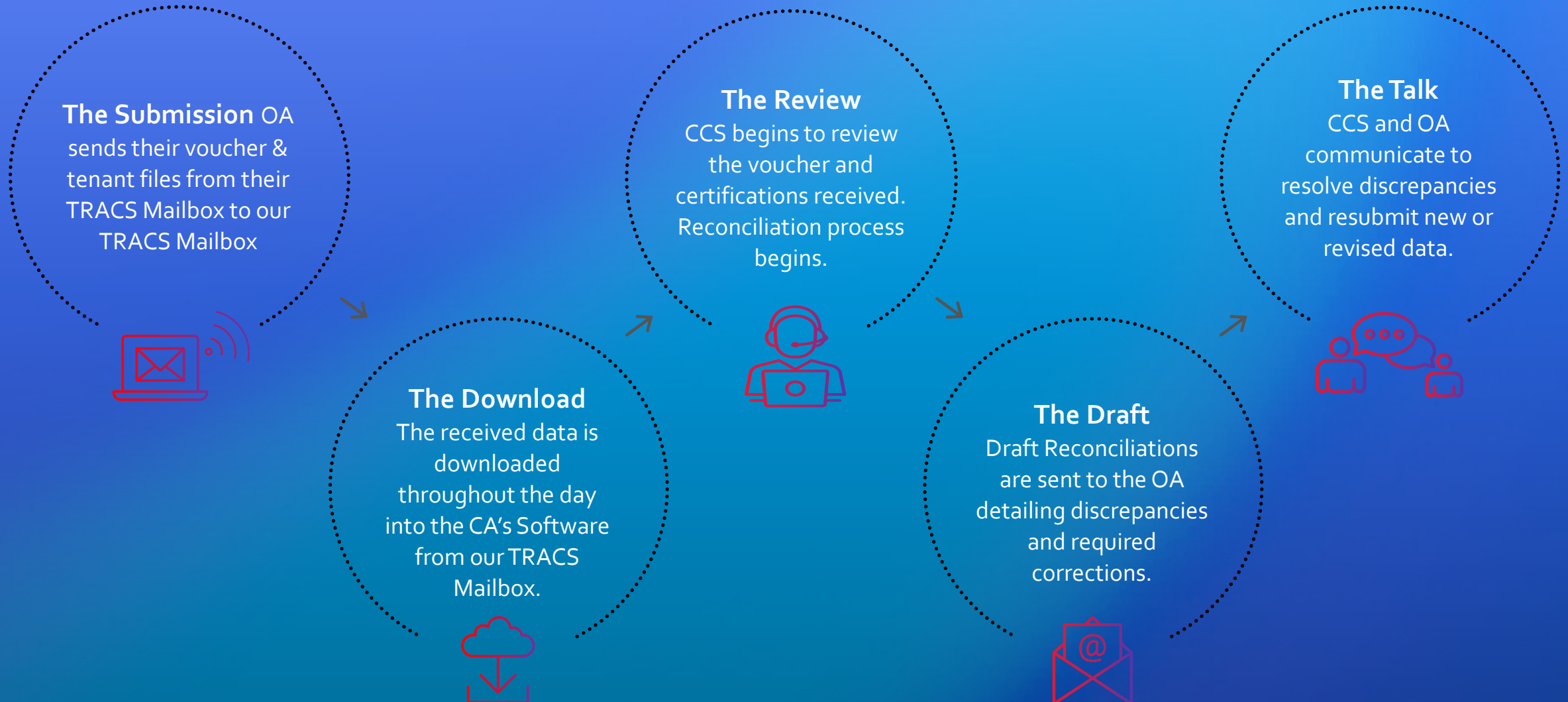
Item 6b. NUMBER OF UNITS RECEIVING SUBSIDY - Include tenants who are **receiving Section 8 assistance** and are being billed for a full month on the Schedule of Tenant Assistance Payments Due. Any households whose assistance is terminated should be counted under 6e below.

Item 6c. NUMBER OF UNITS ABATED - Indicate the number of units in 6a for which **assistance cannot be paid** due to natural disaster or health and safety reasons.

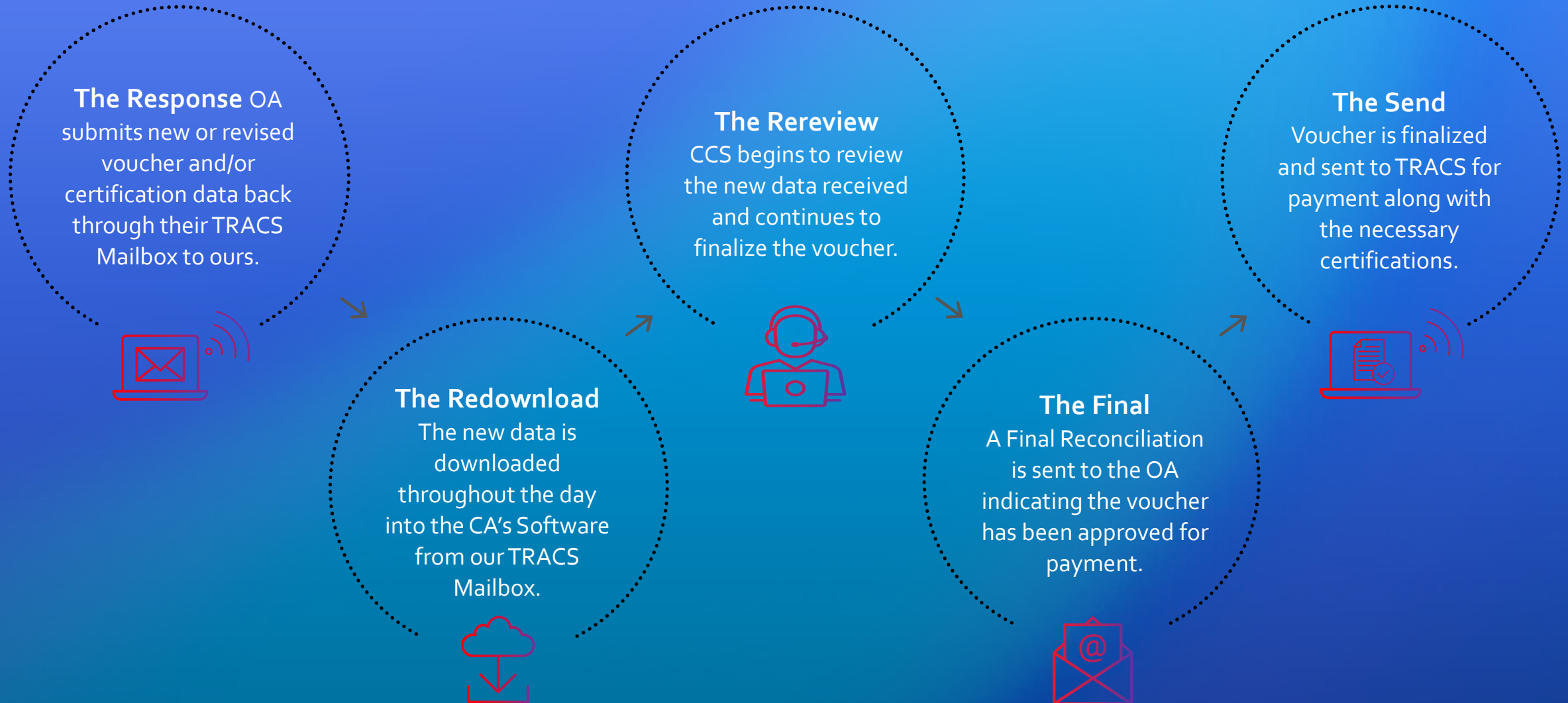
Item 6d. NUMBER OF UNITS VACANT - Indicate how many units **in 6a are vacant**.

Item 6e. NUMBER OF UNITS IN 6A THAT ARE OCCUPIED BY MARKET-RATE TENANTS - Include tenants being **charged market rent**.

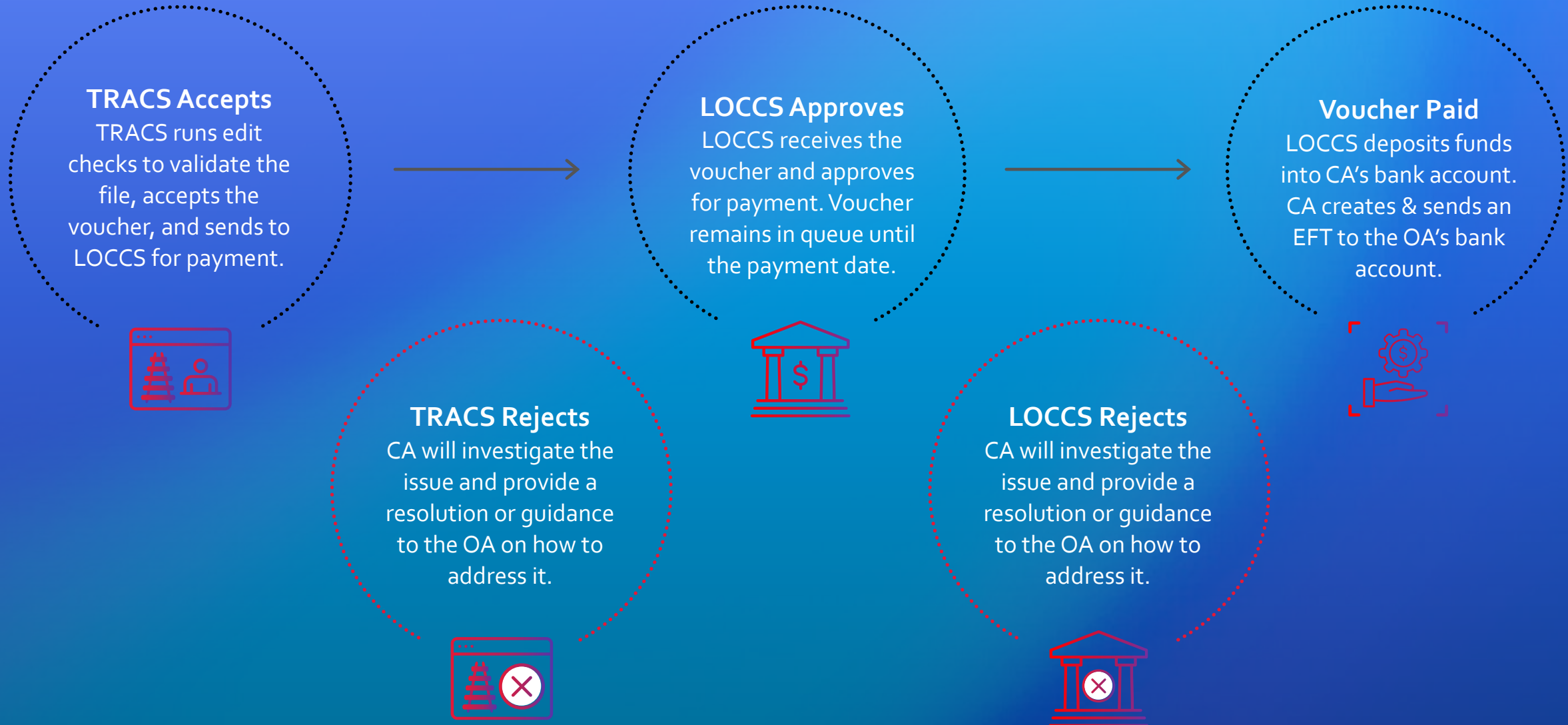
VOUCHER – THE PROCESS



VOUCHER – THE PROCESS



VOUCHER – THE PROCESS



HOW ARE HAP VOUCHERS PAID?

- HUD deposits funds into CAHI's account. CAHI then pays the monthly HAP voucher payments to the Owner/Agent's bank account.
- 1199 – A Direct Deposit Sign Up Forms must be processed through CAHI to ensure the property receives timely HAP voucher payments
- Please send any 1199 – A Direct Deposit Sign Up Forms to CAHI as soon as possible*

* send securely i.e. encrypted zip file, send password separately

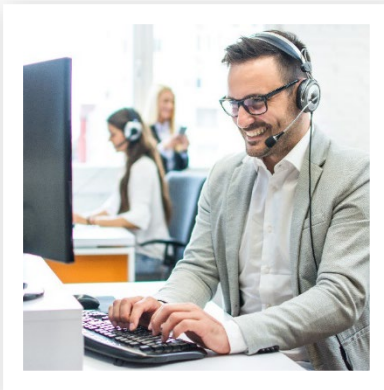
VOUCHER – THE TEAM: ROLES & RESPONSIBILITIES



**Property:
Owners & Agents**

- Verify eligibility and certify tenants timely.
- Calculate tenant rent & assistance payment accurately.
- Process all data in HUD compliant software.
- Submit voucher and all certifications by the 10th of every month.
- Maintain constant communication with the PBCA staff.
- Submit required corrections timely to ensure voucher payment deadlines are met.

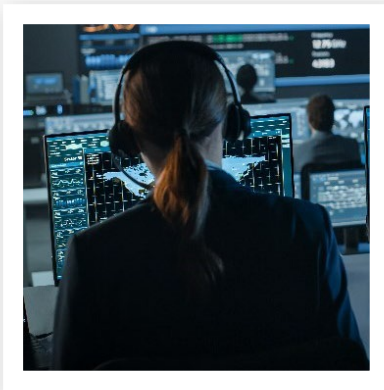
VOUCHER – THE TEAM: ROLES & RESPONSIBILITIES



**PBCA:
Contract Specialist &
Staff**

- Review vouchers and certifications received for accuracy.
- Notify the OA in writing (Draft Reconciliation) of any corrections that are required.
- Verify that all recertifications are completed by the owner in a timely manner – Monitors TRACS Compliance.
- Maintain constant communication with the OA.
- Verify all sections of the voucher and validate the total subsidy requested:
 - Subsidy is not paid for terminated tenants, abated units, double subsidies, etc.
 - Special claims and miscellaneous adjustment requests are valid per HUD regulations.
 - Authorized rent and utility allowance adjustments have been implemented timely and accurately.
- Process all data received timely to ensure all payment deadlines are met per HUD requirements.

VOUCHER – THE TEAM: ROLES & RESPONSIBILITIES



**HUD Systems:
TRACS & LOCCS**

TRACS (Tenant Rental Assistance Certification System)

- Stores all certification and voucher data.
- Detailed reports & queries – Resolve potential payment issues.
- Monitor TRACS Compliance – 90% Compliance Percentage
- Affects Voucher Payment

LOCCS or eLOCCS (internet version) – Line of Credit Control System

- HUD's primary grant and subsidy disbursement system.
- Controls Payment & Release of Funds

VOUCHER – THE TEAM: AN UNSUNG HERO



HUD Account Executive

- Updating Owner & Agent information timely in HUD Secure Systems.
 - Impacts verification of 1199 processing.
 - Delays voucher payments.
- Disaster Plans – PDD HUD Handbook 4350.1, Chapter 38
 - Working closely with the PBCA that may impact the property.
 - Ensure proper certs are received.
- OA Repayment Agreement – LOCCS Offset
 - Inform PBCA of agreement amount and terms.
- Residual Receipts
 - Inform PBCA of total amount (in excess)
 - Pay full amt of vouchers monthly until full amt is absolved.



HOTMA

HUD MEMO DATED 2/6/24

- TSP must be updated for HOTMA policies **but not** implemented until TRACS 203a is released, HUD posts new documents, the site has TRACS 203a software working, and the site implements their full HOTMA policy. Their current TSP must be used until then.
- EIV P&P must be updated per HOTMA policy. **However**, O/A should continue to use EIV with their pre-HOTMA policy.
- O/A **MUST** not evict per the HOTMA asset limitation until the new Model Leases or posted and the family signs that new lease.
- If an O/A chooses to implement any HOTMA policy, TRACS Software will not accommodate the changes in calculations. Therefore, O/A must use the rent override feature to update the rents per their HOTMA policy and calculations.



HOTMA CONTINUED...

- O/As that implement any HOTMA policy – must update the tenant file with all HOTMA policies implemented as per the documentation requirement listed in the Memo distributed on 2/6/2024
- HUD continues to provide flexibility, O/A can choose to implement any of the available passbook rates. The PBCA accepts vouchers with the chosen passbook rate and the MOR reviewer will use the O/A passbook rate when calculating income from assets.
- The remainder of the variable HOTMA allowances and thresholds posted with a 1/1/25 effective date must not be used – unless the Owner is choosing to implement these. If they choose to implement – they must manually override rents in TRACS for all certifications and update the tenant file with all HOTMA policy utilized.
- Full Compliance 7/1/2025



Q&A

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HOT TOPICS


[HUD's Owner/Agent Contacts Update Form](#)

[O/A Web-based Training Announcements](#)

[CAHI Email for E-Submissions](#)

[Multi-Family HOTMA](#)





CAHI

Welcome to California Affordable Housing Initiatives, Inc.

This site was created to be a resource to Owners and Agents and Contract Administrators working to improve housing for Northern California communities. Each audience has a specific area with helpful links to information to help make your jobs easier. If you have any questions or would like to see information on this site that is not listed, please fill out the [Contact Us](#) form.

Announcements

[National Leased Housing Association - Education Fund Scholarships](#)

NLHA's Education Fund is accepting applications for resident scholarships. Over the last few years, applications have been low, we want to make sure that the word is getting to the residents.

Tue, 02/11/2025 - 11:30

[Revised Compliance Date for NSPIRE New Affirmative Requirements Published](#)

HUD is extending the date, until October 1, 2025, for the inclusion of point deductions in the physical inspection scores for new affirmative requirements under NSPIRE.

Wed, 01/22/2025 - 13:25

[Environmental Reporting Requirements for Covered Transactions Notice Publishes](#)

The Office of Multifamily Housing Programs published an

Tue, 12/17/2024 - 15:59

THANK YOU FOR JOINING US

