

# **VOUCHER MANAGEMENT SYSTEM: THE BASICS**

Dana Kitchen, Division Director  
Minneapolis Office of Public Housing  
October 2022

# AGENDA

What is VMS?

VMS Reporting

What's New?

How HUD Uses VMS

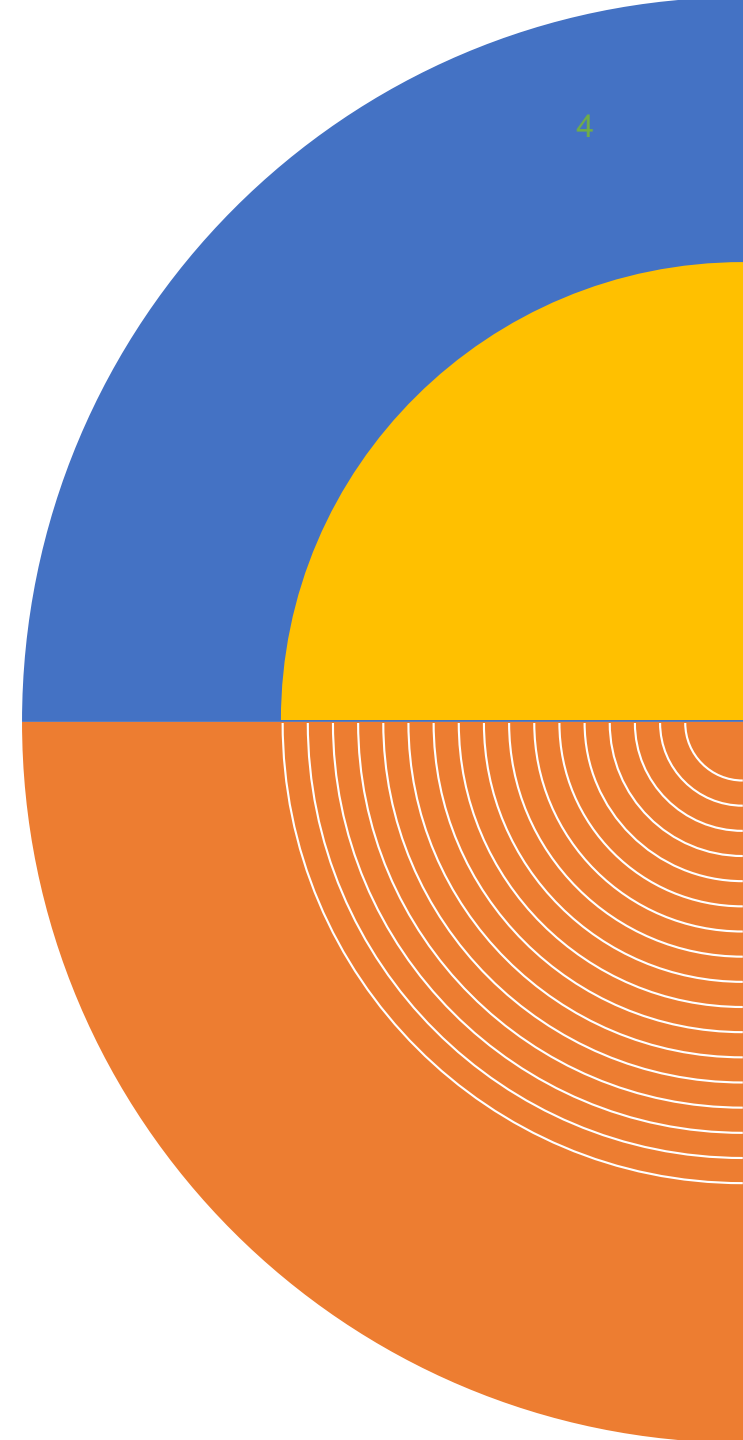
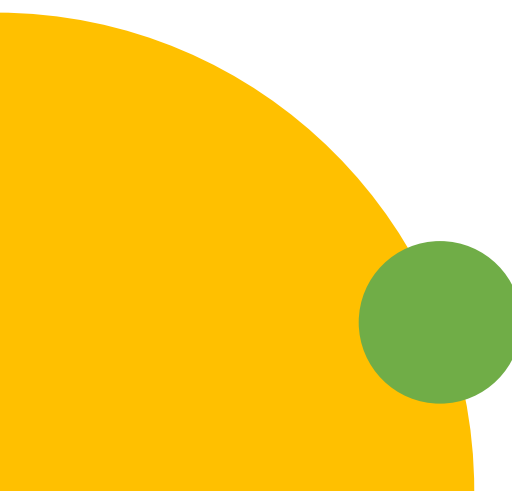
Questions



# WHAT IS VMS?

- The primary purpose for the Voucher Management System (VMS) is to monitor and manage PHA use of vouchers and funding.
- Data collected allows HUD to fund, obligate, and disburse funding in a timely manner based on actual PHA use and need.
- VMS supports the information management needs of the Housing Choice Voucher (HCV) program.
- VMS supports the functions of HUD's Financial Management Division (FMD), Financial Management Center (FMC), & Real Estate Assessment Center (REAC).

# VMS REPORTING



# VMS FROM SECURE SYSTEMS

**Main Menu** [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

**Secure Systems**

Welcome DANA KITCHEN

**system administration**

- Business Partners Maintenance
- Data Warehouse
- Password Change
- EIV Assignments By User
- EIV Assignments To User
- Field Office Assignment Maintenance
- PHA Assignment Maintenance
- User Maintenance

**systems**

- Assessment of Fair Housing (AFH) [UNAVAILABLE]
- Business Intelligence (BIMSTR)
- Enterprise Income Verification (EIV)
- Financial Assessment Submission - PHA (FASPHA)
- Grants Interface Management System (GIMS II)
- PIC - CSSR Report
- Mark-to-Market (M2M)
- Multifamily Delinquency and Default Reporting System (MDDR)

**Systems**

- Assessment of Fair Housing (AFH) [Unavailable](#)
- [Business Intelligence \(BIMSTR\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Grants Interface Management System \(GIMS II\)](#)
- [PIC - CSSR Report](#)
- [Mark-to-Market \(M2M\)](#)
- [Multifamily Delinquency and Default Reporting System \(MDDR\)](#)
- [Public Housing Assessment System: Scores and Status \(NASS\)](#)
- [PIH Operating Fund](#)
- [Operating Fund Business Intelligence](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Prevalence Report - PASS](#)
- [PIH Information Center \(PIC\)](#)
- [Test Site for PIH Information Center - PIC Test \(PICTST\)](#)
- [Quality Assurance Subsystem \(QASS\)](#)
- [Voucher Management System \(VMS\)](#)

**System Administration**

- [Business Partners Maintenance](#)
- [Data Warehouse Password Change](#)

\*\*\*Depending on the access you have been granted in Secure Systems, the menu displayed on your screen may differ from that shown here.\*\*\*

# VMS HOME PAGE

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


**Secure Systems**


**Manage PHA Data**  
 • View PHA Data Tabs

**Generate Reports**  
 Exit VMS

**Resources**  
 Printable Form52681B  
 Instructions  
 Quick References

**Tools**  
 Webcasts  
 Mailing lists  
 Contact us  
 Help





**Voucher Management System**

**Home Page**

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


**Message of the Day**


**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](#)



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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**\*\*\*Depending on the access you have been granted in Secure Systems and/or VMS, the menu displayed on your screen may differ from that shown here.\*\*\***

# NAVIGATING TO PHA DATA

**Homes & Communities**  
U.S. Department of Housing  
and Urban Development  
**Secure Systems**  
**Manage PHA Data**

- View PHA Data Tabs

**Generate Reports**  
**Exit VMS**  
**Resources**  
Printable Form52681B  
Instructions  
Quick References  
**Tools**  
Webcasts  
Mailing lists  
Contact us  
Help  
  


**Voucher Management System**  
**Manage PHA Data**


**Enter PHA Code**

Please type the PHA Code:


- OR -

**Select PHA State**


Please select the state to which the PHA belongs:



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# SUBMISSIONS LIST

- Listed by month and status
- The next month available for submission is highlighted in red (may be more than one)
- The top section of the page displays info about the PHA
- The list continues and the bottom of the page contains a link to earlier submissions.

## Voucher Management System

### Manage PHA Data

List of Submissions		
PHA Code	MN001	
PHA Name	Public Housing Agency of the City of St Paul	
FYE	03/31	
PHA Type	Combined	
Month	Status	Last Updated By
No data has been submitted for September 2022		
<a href="#">August 2022</a>	Submitted - Hard Edit Approved	LUAN MAZREKU 19 September 2022
<a href="#">July 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">June 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">May 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">April 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">March 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">February 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">January 2022</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 15 September 2022
<a href="#">December 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">November 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">October 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">September 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">August 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">July 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">June 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO 30 August 2022
<a href="#">May 2021</a>	<a href="#">PMC - Submitted</a>	WILLIAM A WALLO



# GENERAL RULES

- Each submission includes data for the specified month only, so data should be entered for that month only.
- Enter all leasing and expense data in positive whole numbers without any punctuation marks or symbols (commas, dollar signs, decimal points, etc.)
- PHA is responsible for ensuring that all information is correct.
- PHA is also responsible for ensuring that wrong or missing Official HA data is updated in the PIC system:
  - Name of Authorized HA Official
  - Official Housing Authority E-mail Address

# DATA ENTRY TABS

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## Voucher Management System

### Manage PHA Data

#### Monthly Voucher Data Validation and Save Page

MN001

Public Housing Agency of the City of St Paul

MONTH: August

YEAR: 2022

VERSION: 18

Voucher  
UML/HAP

Income/Expenses

Expense/Comments

Disaster  
UML/HAP

EHVP UML/HAP

PHA Info

Submission

ExecutiveSummary

# VOUCHER UML/HAP TAB

- Report all vouchers leased and HAP expenses as of the 1st of the month in VMS.
- HAP costs paid for months other than the current month must be reported in the month they were incurred, not in the month they are paid.
  - Failure to use this reporting method creates an invalid PUC and HAP and leasing errors for the month.
  - These types of errors will lead to further review by the HQ staff and the FMC and will hinder the FO's job in helping you forecast.
- PHAs must report all Zero HAP units as UMLs VMS until HAP contract termination (180 consecutive days at zero HAP).

# REQUIRED FIELDS VOUCHER UML/HAP TAB



HCV All Voucher HAP Expenses After the First of Month;



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



Mainstream HAP Expenses After the First of the Month (new field);



Mainstream Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month and (new field);



Project Based Vouchers Total HAP Expenses. (new field)

# FSS DATA ON VOUCHER UML/HAP TAB

- Do not reduce HAP expenses reported by amounts paid to FSS Escrow or FSS Escrow Forfeitures
- When FSS Escrow is paid to a participant do not record the funds paid as a HAP expense.
- The FSS escrow expense is reported on a monthly basis in VMS.

# SPECIAL PURPOSE VOUCHERS

- VMS is “alerted to PHA’s that have received new Special Purpose Vouchers (SPVs)
  - Include VASH, FUP, NED, Mainstream, etc.
- SPVs must be reported in their respective UML/HAP fields.
- Do not also report SPVs under the Port Vouchers Paid category.
  - For example, if a PHA has FUP that fall in both categories, they will report in the applicable SPV category only
  - Suggest using Comments/Expense tab fields to specify that SPV units and HAP can also apply to the Port Vouchers Paid category.

# RAD REPORTING

- RAD UML and HAP expenses are reported in the RAD 1, RAD 2 or RAD 3 fields
- You must account for all RAD units either leased or unleased by reporting in the appropriate PBV field, under HAP but not leased.
  - For example: Total RAD 1 = 150 units under ACC; 100 units leased and 50 units unleased. 100 leased units are reported in the PBV fields as leased and 50 units are reported in PBV as unleased.

# TENANT PROTECTION VOUCHERS

- The original Tenant-Protection Voucher holder must be reported in this field until they leave the program.
- HUD is using Tenant Protection increments effective 1/1/2005 and later to trigger a Hard Edit in this field.
- Notify you FMC FA if you need to be removed from the tenant protection upload to prevent from triggering a hard edit



# PROJECT-BASED VOUCHER (PBV) REPORTING

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- Number of PBVs under AHAP and not under HAP: **No** RAD units should be reported in this field.
- Number of PBVs under HAP and leased: Total number of PBVs under a HAP contract and leased.
  - These units and expenses are also reported in the field that best describes the type of voucher being used (Tenant Protection, or All other vouchers, RAD 1, etc.)
- Number of PBVs under HAP and not Leased: Total number of PBVs that are under a HAP contract and are not leased and are not receiving vacancy payments.
  - These vouchers are not reported in any other field but are eligible for administrative fees. This field should include RAD 1 and RAD 2 units that are under a HAP Contract but are not leased and RAD 1 units that are receiving Rehab Assistance Payments (RAP).
- Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense:
  - These vouchers are not reported in any other field but are eligible for administrative fees. RAD vouchers receiving vacancy payments should also be reported in this field.
- Project Based Vouchers - Total HAP Expenses
  - This is a required field that must be reported (will accept zero).

# INCOME/EXPENSES TAB

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Voucher UML/HAP	Income/Expenses	Expense/Comments	Disaster UML/HAP	EHVP UML/HAP	PHA Info	Submission	ExecutiveSummary
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## Other Income and Expenses

### Memorandum Reporting

HCV - Fraud Recovery Total Collected This Month \$  ?

NewMainstream - Fraud Recovery Total Collected this Month \$  ?

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

HCV - FSS Escrow Forfeitures This Month \$  ?

NewMainstream - FSS Escrow Forfeitures This Month \$  ?

Number of Hard to House Families Leased  ?

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

### Administrative Expenses

NewMobility Demonstration Services Expenditures \$  ?

Non - MTW Administrative Expenses \$  ?

NewMainstream - Administrative Expenses \$  ?

Audit \$  ?

### Financial Status

HCV - Unrestricted Net Position (UNP) as of the Last Day of the Month \$  ?

HCV - Restricted Net Position Funds (RNP) as of the Last Day of the Month \$  ?

HCV - Cash/Investment as of the Last Day of the Month \$  ?

NewMainstream - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month \$  ?

NewMainstream - Restricted Net Position Funds (RNP) as of the Last Day of the Month \$  ?

NewMainstream - Cash/Investments as of the Last Day of the Month \$  ?

# REQUIRED FIELDS INCOME/ EXPENSES TAB



Unrestricted Net Position (UNP) as of the Last Day of the Month (will accept negative or zero)



Restricted Net Position (RNP) as of the Last Day of the Month (will accept negative or zero)



Cash/Investment as of the Last Day of the Month - Voucher Program Only (no zero or negative)



Non-MTW Administrative Expenses (will accept zero)



MTW-HCV Administrative Expenses (will accept zero)



# **INCOME/EXPENSES TAB:<sup>20</sup> FRAUD & FSS**

- **Fraud Recovery (FR):** Only 50% of recouped amount during the month or less if the cost to collect the fraud exceeds 50%. The total dollar amount reported “is cash collected” not revenue recorded. This amount should NOT be deducted from HAP expenses.
  - Amounts are reported for the HCV and Mainstream Programs (New)
- **FSS Coordinator Expenses:** Beginning CY2015 these grants were no longer funded under HCV therefore no longer report in this field, but PHAs will continue to include with reported Administrative Expenses excess FSS Coordinator Expenses not covered by grant.

# ADMINISTRATIVE EXPENSES REPORTING

- **Non- MTW Administrative Expense:** Total administrative expenses, direct and indirect, incurred by the PHA for the Voucher Program.
- **Mainstream - Administrative Expenses (New):** Total administrative expenses, direct and indirect, incurred by the PHA for the Mainstream Program.
- **Audit:** Total amount billed for the PHA's IPA audit, if incurred during this reporting cycle, excluding the accounting service fee.
- **Mobility Demonstration Services Expenditures (New):** Expenses authorized for Comprehensive Mobility Related Services or Selected Mobility Related Services under the HCV Mobility Demonstration.

# REPORTING INTEREST EARNED ON HAP FUNDS

Interest earned on HAP is reported in VMS each month, do not add to the RNP balance for amounts earned after January 2012.

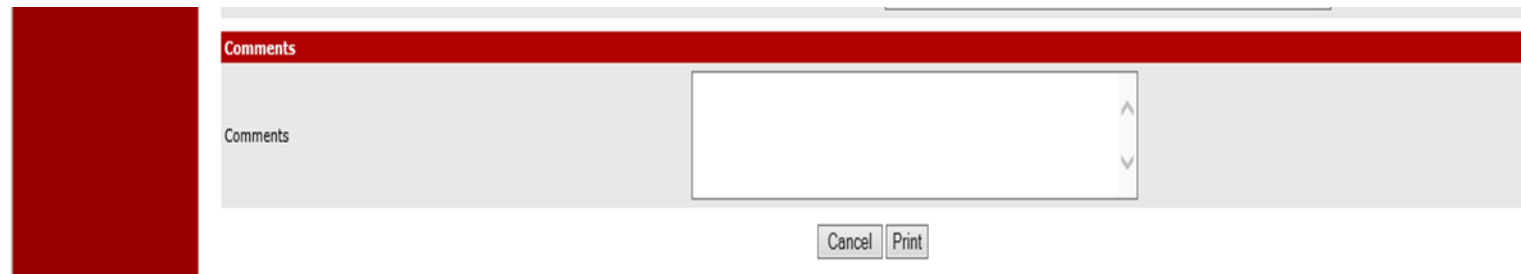
Beginning CY12 interest earned on HAP may be retained up to \$500 per CY. Anything in excess of \$500 must be returned to HHS/Treasury.

# RNP REPORTING & NEGATIVE RNP BALANCE

- HCV & Mainstream - Restricted Net Position (RNP) as of the Last Day of the Month
- If a negative RNP balance is calculated at 12/31/xx, don't carry over the negative amount when reporting RNP in January of the next year if there are no HUD-held reserves at the end of the prior year.
- The starting balance in January must be zero. Current year funds can't be used to support prior expenses

# NOTE REGARDING NEGATIVE UNP BALANCE

- When the UNP is negative at the end of the month and the negative balance is because of the Pension or OPEB liabilities:
  - Enter comments on Expense/Comments tab to reflect the portion of the UNP balance that is attributable to the unfunded pension and OPEB liability (see Quick Reference Guide)
  - Provide the actual 'cash equivalent' UNP balance (the UNP "should be" balance if the pension and OPEB liability were removed)
  - *Reference GASB 74 & 75*



The screenshot shows a software interface with a red header bar labeled 'Comments'. Below the header is a large text input field with a vertical scrollbar on the right side. To the left of the input field, the word 'Comments' is displayed. At the bottom of the interface, there are two buttons: 'Cancel' and 'Print'.



# **INCOME/EXPENSES TAB: CASH & INVESTMENTS**

- Cash & Investments are reported as of the end of the month
- Do not report cash that is needed to cover current liabilities or funds restricted for other purposes such as FSS escrow accounts
- PHA should report sufficient cash to support RNP
  - If cash reported is less than the reported RNP balance, your PHA will be flagged for review by HUD

# EXPENSE/COMMENTS TAB

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**Voucher Management System**

**Manage PHA Data**

Monthly Voucher Data Validation and Save Page

DC777 CARLSBURG MONTH: March YEAR: 2016 VERSION: 15

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

Additional Expense/Comments

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

Use this tab to enter comments for (at least) the following:

- Miscellaneous expenses for the reporting month
- Negative UNP
- SPVs that are also Port-outs

# DISASTER UML/HAP TAB

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Disaster UML and HAP		
Disaster Voucher Program (DVP)	UML	HAP
Disaster 1		
Disaster Name-1	<input type="text"/>	<input type="text"/>
Disaster Families Assisted - 1	<input type="text"/>	\$ <input type="text"/>
Disaster Security Deposit-1		\$ <input type="text"/>
Disaster Security Deposit Returned-1		\$ <input type="text"/>
Disaster Utility Deposit-1		\$ <input type="text"/>
Disaster Utility Deposit Returned-1		\$ <input type="text"/>
Disaster Administrative Expenditures-1		\$ <input type="text"/>
Disaster Broker Fee-1		\$ <input type="text"/>
NewDisaster Placement Fee-1		\$ <input type="text"/>
NewDisaster Service Connection Fee-1		\$ <input type="text"/>
NewDisaster Case Management Fee-1		\$ <input type="text"/>
NewDisaster Administrative Fee-1		\$ <input type="text"/>
NewDisaster Other Fees-1		\$ <input type="text"/>
NewDisaster Comments -1 : Mandatory when Other Fees are recorded	<input type="text"/>	

This tab has been revised and simplified for current and future HCV disaster reporting.

# EHVP UML/HAP TAB

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Emergency UML HAP		
Emergency Housing Voucher UML and HAP	UML	HAP
Emergency Housing Vouchers 1	<input type="text" value="150"/>	\$ <input type="text" value="164,722"/>
Emergency Housing Vouchers 1 - Number of New Vouchers Issued but not Under HAP Contract as of the last day of the month	<input type="text" value="117"/>	
Emergency Housing Vouchers 1 - HAP Expenses After the First of the Month		\$ <input type="text" value="10,802"/>
Emergency Housing Vouchers 1 - Admin Fees - Preliminary Fee Expenses		\$ <input type="text"/>
Emergency Housing Vouchers 1 - Admin Fees - Placement/Issuance Fee Expenses		\$ <input type="text"/>
Emergency Housing Vouchers 1 - Admin Fees - Ongoing Administrative Expenses		\$ <input type="text" value="8,316"/>
Emergency Housing Vouchers 1 - Service Fee - Housing Search Assistance Expenses		\$ <input type="text"/>
Emergency Housing Vouchers 1 - Service Fee - Security/Utility Deposit/Rental Application/Holding Fee Expenses		\$ <input type="text" value="3,141"/>
Emergency Housing Vouchers 1 - Service Fee - Owner Incentive Expenses		\$ <input type="text" value="13,000"/>
Emergency Housing Vouchers 1 - Service Fee - Other Eligible Expenses		\$ <input type="text" value="500"/>
Emergency Housing 1 - FSS Escrow Deposits		\$ <input type="text"/>
Emergency Housing Vouchers 1 - FSS Escrow Forfeitures this Month		\$ <input type="text"/>
Emergency Housing Vouchers 1 - Fraud Recovery Total Collected this Month		\$ <input type="text"/>
Emergency Housing Vouchers 1 - Unrestricted Net Position Funds (UNP) as of the Last Day of the Month		\$ <input type="text" value="137,387"/>
Emergency Housing Vouchers 1 - Restricted Net Position Funds (RNP) as of the Last Day of the Month		\$ <input type="text" value="112,685"/>
Emergency Housing Vouchers 1 - Cash/Investment as of the Last Day of the Month		\$ <input type="text" value="183,167"/>

# REQUIRED FIELDS EHVP UML/HAP TAB



EHV – HAP expenses after the first of the month



EHV– Admin Fee-Preliminary Fees Expenses



EHV– Unrestricted Net Position (UNP) as of the last day of the month



EHV – Restricted Net Position (RNP) as of the last day of the month



EHV – Cash and Investments as of the last day of the month

**\*\*\*Reference Notice PIH 2021-15 for reporting EHV UML & HAP\*\*\***

# PHA INFO TAB

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PHA Contact Information		
HA Number		
HA Name		
HA FYE		
Name of HA Point of Contact		
Point of Contact Phone		
Ext.:		
Point of Contact E-mail Address		
Name of Authorized HA Official		
Official Housing Authority E-mail Address		
<b>Program Area Point of Contact - FMC</b>		
FMC Financial Analyst		
E-mail Address		
FA Phone Number		
Ext.		
<b>Program Area Point of Contact - Field Office</b>		
Field Office Code		
Field Office Name		
Field Office Point of Contact		
FO POC E-mail Address		
FO POC Phone Number		
Ext.		

- PHAs enter their POC data on the PHA Info tab.
  - A POC is required in order to submit monthly data.
- Much of the data on this Tab is pre-populated from PIC.
- There are hyperlinks in the Program Area Point of Contact - FMC and Field Office sections of the tab which help the user to contact FMC or FO.

# VALIDATE DATA

- Once the data has been entered for a tab, click the Validate button at the bottom of screen to check for errors.
- First validation is a simple check (basic validation) to make sure the field is present if its required and is numeric (for a numeric field).
- Second check is for Hard Edits, against the Hard Edit (HE) criteria.
- Final check is a cross-validation, if two fields must accompany each other.
- If a validation error occurs each tab must be checked, to determine the cause.

# SUBMISSION TAB

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PHAs will submit their data from the Submission tab. Data can also be printed here.

Voucher Management System

September 29, 2010

Manage PHA Data

PA004

Allentown Housing Authority

MONTH: December

YEAR: 2010

Voucher UML/HAP

Income/Expenses

Expense/Comments

Disaster UML/HAP

PHA Info

Submission

ExecutiveSummary

:: Validation History

Error Tab	Field Name	Drop Down Selection	Entered By User	Entered Date/Time	Corrected By User	Corrected Date/Time
No data found	N/A		N/A	N/A	N/A	N/A
No data found	N/A		N/A	N/A	N/A	N/A
No data found	N/A		N/A	N/A	N/A	N/A
No data found	N/A		N/A	N/A	N/A	N/A
No data found	N/A		N/A	N/A	N/A	N/A

:: Submission History

Assmt Id	Status Code	Status Description	Last Updated By	Updated User Name	<input checked="" type="checkbox"/>	Updated Date/Time
	No data found	N/A	N/A	N/A	<input type="checkbox"/>	<a href="#">N/A</a>
	No data found	N/A	N/A	N/A	<input type="checkbox"/>	<a href="#">N/A</a>
	No data found	N/A	N/A	N/A	<input type="checkbox"/>	<a href="#">N/A</a>
	No data found	N/A	N/A	N/A	<input type="checkbox"/>	<a href="#">N/A</a>
	No data found	N/A	N/A	N/A	<input type="checkbox"/>	<a href="#">N/A</a>

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


Multiple Print


Print Screen

Submit

Cancel

Back to top

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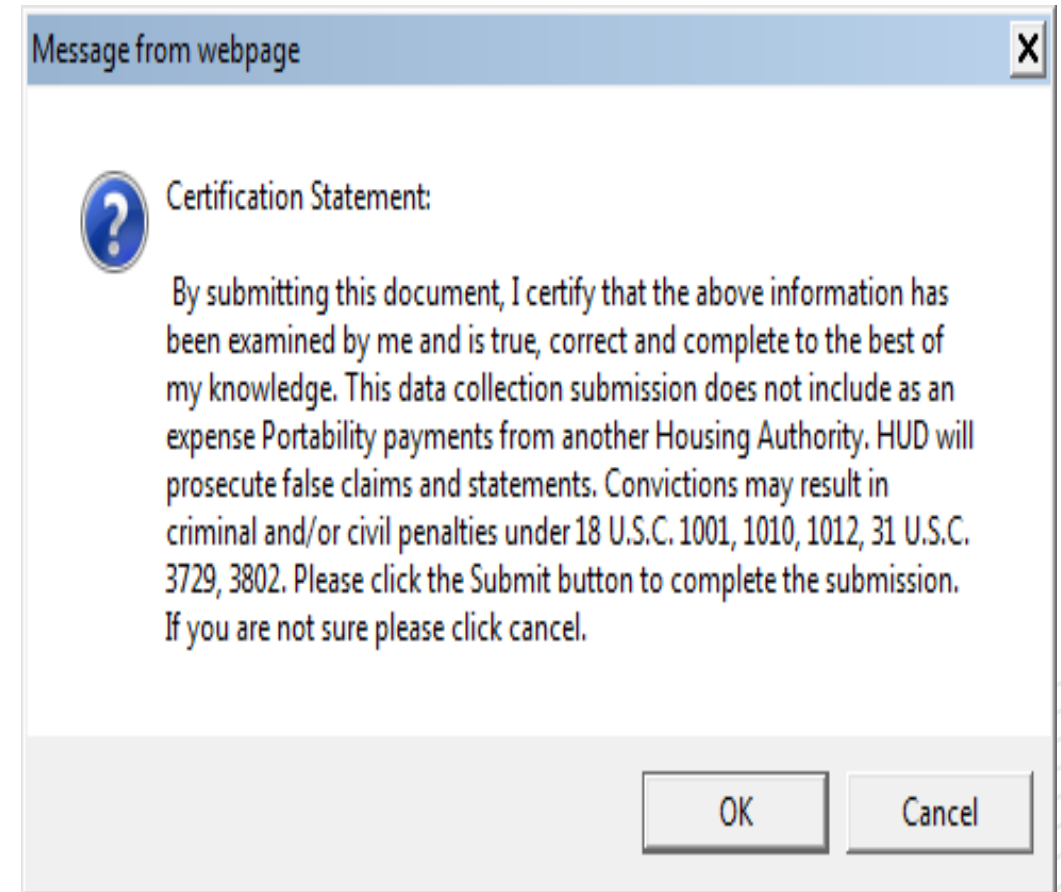
 Privacy Policy



# CERTIFICATION

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- Certify to the accuracy of the monthly submission. If you are not sure the document is ready to be submitted, click on the “Cancel” button, and you will be returned to the previous screen.
- If you pressed the “OK” button, and if your Monthly Submission passes a final validation check, the following screen will display. At the top will be a System Messages window with a message stating that the submission process is complete, and that the Voucher data was successfully submitted.



# HARD EDIT VALIDATION

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



# **PRIOR MONTHS CORRECTIONS**

# PRIOR MONTH CORRECTIONS

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- If PHA's have corrections to make to a prior month's submission, this function can be accessed from VMS Home Page (see next slide).
- Prior Month Correction (PMC) is the only way to alter submissions with the following status:
  - Submitted
  - ~~Pending Hard Edit~~ (This is not true? A mistake in the guidebook?)
  - Hard Edit Approved
- PHAs should not wait to make corrections but should enter adjustments/revisions as they are discovered to ensure accurate data is available for utilization and budget projection purposes.
- PHAs may make PMC to historical data at any time.

# PRIOR MONTH CORRECTIONS

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## Homes & Communities

U.S. Department of Housing  
and Urban Development

### Secure Systems

### Manage PHA Data

- Enter PHA Data Tabs

### PMC

### PHA

- Data Input
- Status Checking

### Generate Reports

Exit VMS

### Resources

Printable Form 52681B  
Instructions  
Quick References

## Voucher Management System

### Home Page

Hello, FIRST - M00300 LAST - vms .

(If you are not FIRST - M00300 LAST - vms , please log out by going to [this link](#) immediately and call the TAC at 888-245-4860.)

### Message of the Day

This is to test the VMS Message of the Day. Test Cycle (TC) 5 is now open and ready for user Testing.

### 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.

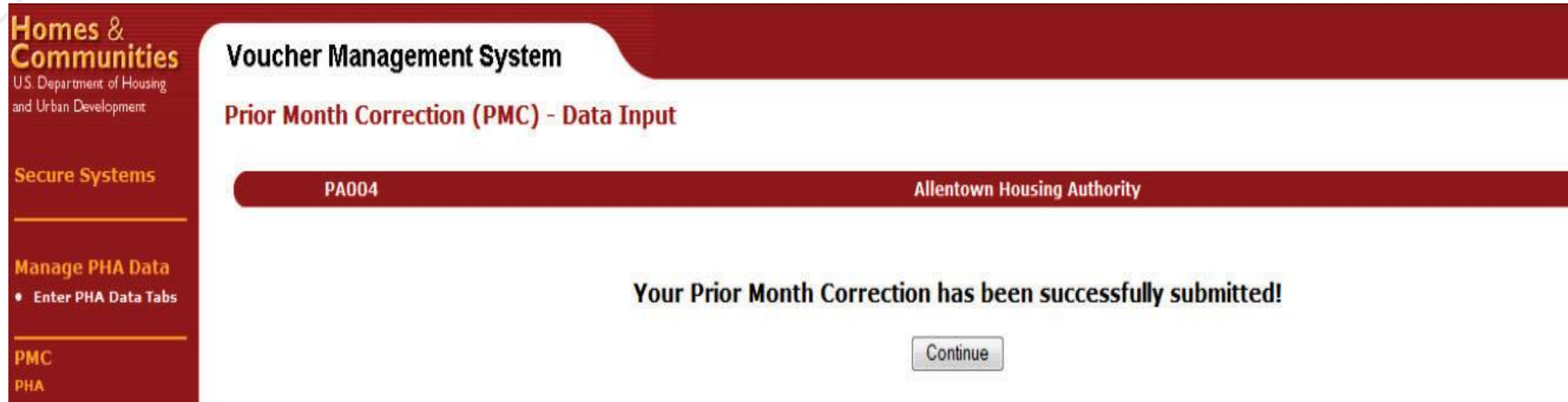
# PRIOR MONTHS CORRECTIONS: HOW TO

- Select your PHA
- Select the Month/Year to be updated from the drop-down menu.
- Choose the Tab in which the field to be changed is located.
  - When you select a tab the drop-down menu for fields selection contain just the fields for that tab.
- Select the field you wish to correct, enter the new adjusted value, and enter an explanation in the “PHA Justification Field”
  - The Old Value and Difference fields cannot be modified but are generated by the system.



# PMC: VALIDATION & HARD EDIT

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The screenshot displays the Voucher Management System (VMS) interface. On the left is a red sidebar with the 'Homes & Communities' logo and navigation links for 'Secure Systems', 'Manage PHA Data', and 'PMC PHA'. The main content area has a red header with 'Voucher Management System' and a sub-header 'Prior Month Correction (PMC) - Data Input'. Below this, a red bar shows 'PA004' and 'Allentown Housing Authority'. The central message states 'Your Prior Month Correction has been successfully submitted!' with a 'Continue' button below it.

- The PHA will have to Validate
  - Hard Edit errors will have to be explained as they would in a normal submission
- Once any corrections have been made and Hard Edit errors are explained, the PHA can now Submit
- Note that if a PMC has been submitted and now has a Pending PMC, the PHA will still be able to submit the current months data.

# ENTERING, MODIFYING & VIEWING VMS DATA <sup>40</sup>

- VMS is open for reporting for the current month between the 4<sup>th</sup> and 22<sup>nd</sup> of the following month.
- You may view and print submissions with the Status of Submitted, Hard Edit Approved, or Pending Hard Edit, but you may not alter them.
- You must use the Prior Month Correction (PMC) process to alter them.
- You cannot enter data for the current month if any previous month has not been fully submitted.
- If the prior month has been submitted and has a pending PMC, the PHA will still be able to submit the current month.
- Original submissions in any of the following status are considered incomplete: Pending Hard Edit, Saved, or Revised.



# FIELD DATA ENTRY



- Question Mark (?) - For every field containing this symbol, a description or explanation of the field will pop-up.
- Fields that have been grayed out are prefilled using current system information and are not editable. These fields are auto updated if/when changes are made to prior months.

**New**  
Mainstream - FSS Escrow Deposits

**New**  
Mainstream - HAP Expenses After the First of the Month

**New**  
Mainstream - Number of New Vouchers Issued but not Under HAP Contract as of the Last Day of the Month

Number of PBVs under AHAP and not under HAP	86	86		
Number of PBVs under HAP and leased	2,200	2,376	2,315	2,390
Number of PBVs under HAP and not leased	258	246	238	238
Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense				\$

Message from webpage

! Total HAP expense associated with PBVs under HAP contract and not leased with vacancy payments. These expenses are also reported in the AOV HAP expense field. Note: RAD Rehab Assistance payments should not be reported in this field, but should be reported in the RAD 1 HAP expense field.

OK

# FMC FA REVIEW

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- Hard Edit (HE) reports are reviewed by each FA for their PHA's, and are cleared as soon as possible
- Even if there are HE's on one field, your FA may review all data submitted for the month to ensure data is accurately submitted
  - For example, the total UML stays the same as last month, but HAP expenses increases significantly for the current month, your FA will question whether the UML data is valid.
- Lump Sum Data Reporting
  - Software may provide cash vs. accrual entries
  - Skews monthly Per Unit Costs (PUC)
  - PHA must ensure entries are correct after Fee Accountant entry
- Remember to update RNP when HAP expenses are updated
- Timely VMS Reporting
  - Clear pending edits/disapprovals
  - Complete pending submissions before entering next month
  - Coordinate with your FA



# **COMMON VMS REPORTING ERRORS**

# COMMON REPORTING ERRORS

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- Not reporting as of the first of the month
- Including Port-In in UML as “all other vouchers”
- as well as related HAP expense
- Reporting Vouchers in more than one category
- Reporting under incorrect voucher type
  - VASH Vouchers are reported as VASH regardless whether tenant Ports out
  - Once tenant protection – always tenant protection
- Including Vouchers leased after first of the month as being under lease on first of month
- Including Vouchers on hold
  - Issued but not under HAP contract
  - In contrast, HAP Vouchers in abatement are included

# COMMON REPORTING ERRORS (CONTINUED)

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- Incorrect “remaining under lease at end of month” data
  - Should include all Vouchers remaining under lease on last day of month
- Including Port-Out administrative fees as HAP expense
- Reporting on the “after first of the month HAP” line item all HAP paid with mid-month check run, rather for those vouchers leased after the first of the month
- Reducing HAP expenses by fraud recovery and FSS forfeitures

# COMMON REPORTING ERRORS (CONTINUED)

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- Reporting HAP under more than one category
  - Duplicate HAP reporting
- Reporting HAP on a Cash basis in VMS rather than an Accrual basis
  - Retro-active Vouchers
- Reporting 100% of fraud recovery collected
- Reporting total fraud recovery receivables as fraud recovery collected
  - Total amount of repayment agreement
- Reporting \$0 in fraud recovery, keeping 100% as UNP without justification
- Incorrect reporting cash & investments
- Failing to report RNP and UNP

# NEW IN VMS REPORTING

# VMS CHANGES

- VMS releases are updated in the VMS User's Manual and Quick Reference Guide
- Release number 17.1.0.0 as of August 2022
- Summary of recent changes found in Appendix F
  - **ALWAYS** check Appendix F for the latest changes!!

 Voucher Management Systems (VMS)

## APPENDIX F: VMS HISTORICAL CHANGES

VMS changes in descending order, most recent changes on top.

### August 1, 2022 – FIELD UPDATES

The following fields have been updated:

- **Unspent Fund Source** – The definition is revised to delete the unspent funds codes of CAP, OP, and MTW. Only the code of HCVP should be used for this field.
- **Funds Committed** – The definition is updated to indicate funds that are reserved for future MTW eligible activities.
- **Type of Commitment** - The definition is revised to include examples of types of commitments that are permissible.
- **Funds Obligated** – The definition is updated to indicate how much of the funds committed are ready for obligation.
- **Type of Obligation** – The definition is revised to include examples of types of obligations that



# AUGUST 2022 CHANGES

- Users Guide was reformatted for easy user access
- Definition updates impacting MTW PHAs:
  - Unspent Fund Source
  - Funds Committed
  - Type of Commitment
  - Funds Obligated
  - Type of Obligations

# JUNE 2022 CHANGES

- Changes to Voucher HAP/UML Tab
- Portable Vouchers Administered:
  - Emergency Housing Voucher (EHV) program should NOT be included in this field.
- Mainstream HAP Expenses:
  - The definition for Mainstream HAP expense field updated to remove language that required PHAs to enter Mainstream HAP Expenses incurred after the 1st of the month.
  - New field that specifically captures Mainstream HAP Expenses Incurred After the 1st of the Month.

# **JUNE 2022 CHANGES**

## **(CONTINUED)**

- Changes to Expenses/Income Tab
- FEDERAL REGISTER, Vol.87, No. 95 says that FSS escrow forfeiture funds can be retained by the PHA and used for eligible FSS expenses.
- Field definitions have been updated to capture reporting changes due to the FSS Rule change published May 17, 2022.
- Reporting effective June 16, 2022
  - HCV RNP, UNP and Cash/Investment
  - MS RNP, UNP and Cash/Investment
  - EHV RNP, UNP and Cash/Investment
  - FSS escrow forfeitures shall not be reported in the RNP
  - Forfeited funds are restricted and shall not be reported in UNP
  - FSS escrow forfeitures shall not be reported in the Cash/Investments

**\*\*\*SEE APPENDIX D: SUPPLEMENTAL FIELD INSTRUCTIONS\*\*\***

# MARCH 2022 CHANGES

## ALL PHAs

- Revisions to field names in VMS
- New Field Reporting
- FYI
- Mobility Counseling
- Violence Against Women Act (VAWA)
- Expanded reporting for Mainstream
- Expansion of EHV reporting
- PBV Expenses
- Fields Deleted

## MTW PHAs

- Additional “After the First of the Months HAP Expenses” for MTW PHAS
- Revised non-HAP Fields for MTW PHAs
- Additional fields for Disaster

# MARCH 2022


## EXPANDED REPORTING

- Reporting for the Mainstream program:
  - Fraud
  - RNP
  - UNP
  - Cash/Investments
- Additional “After the First of the Month HAP Expenses” for MTW PHAs
- Revised non-HAP fields for MTW PHAs
- Additional fields for Disaster
- Expansion of EHV reporting

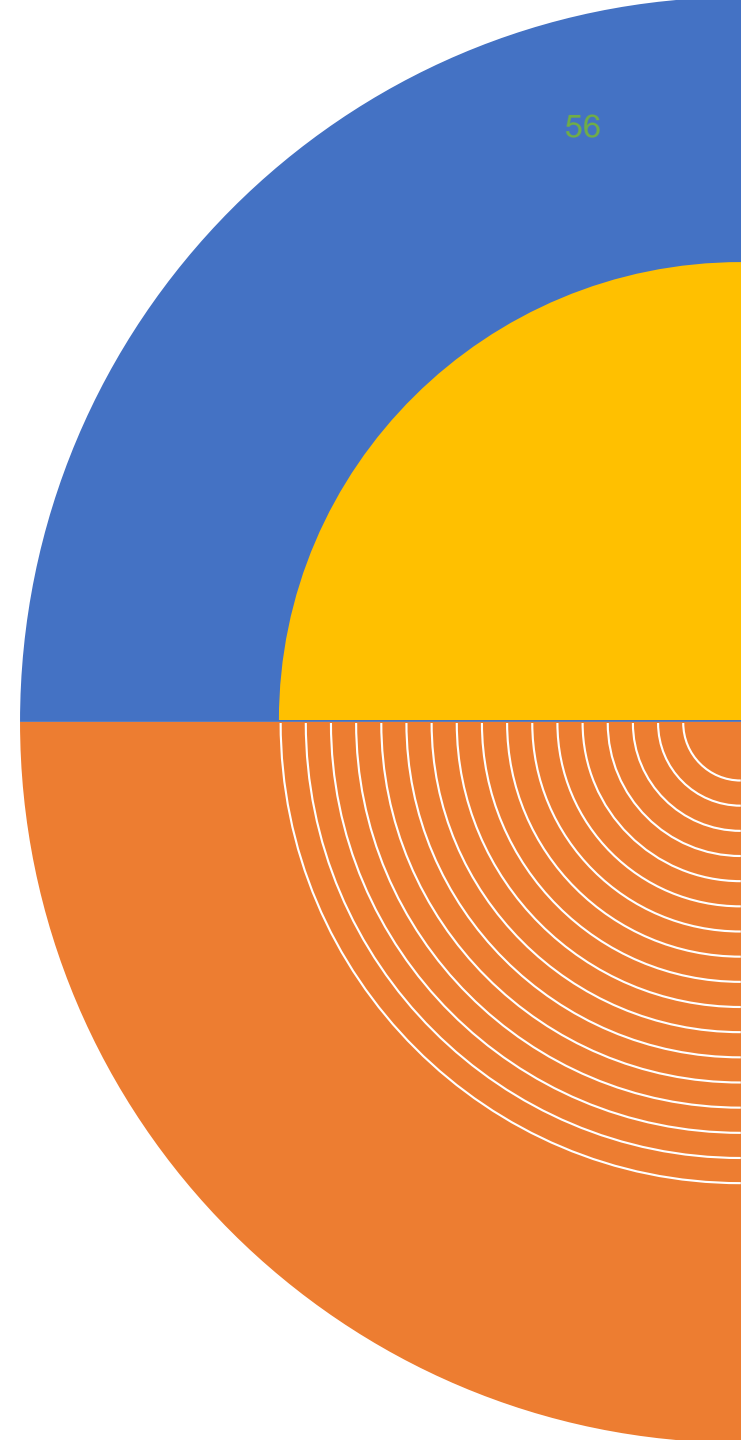
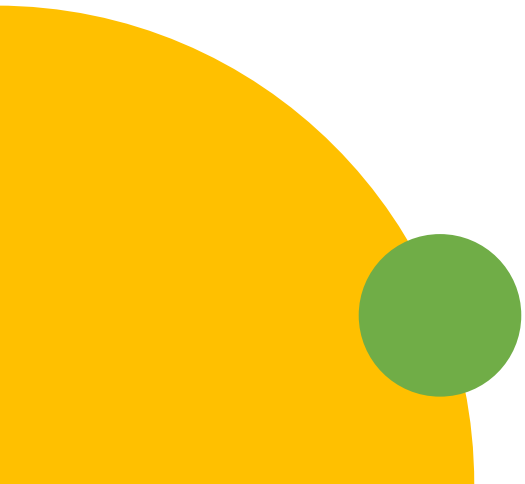
# NEW HARD EDITS

- FYI has its own separate fields
  - No longer reported in FUP
- Mainstream has several new fields as mentioned above
- RAD 3
- If you believe you have received a Hard Edit in error, please contact the FMC.

# VMS HELP

- Quick Reference Guide (link on left hand side menu while in VMS)
- While entering data into VMS, most fields have a question mark beside them with additional information. Use it! 
- Contact your FMC FA for assistance.
  - Most MN PHAs currently work with Luan Mazreku ([Luan.Mazreku@hud.gov](mailto:Luan.Mazreku@hud.gov))
  - MTW PHAs work with different FAs
  - Your Field Office staff has limited capacity to help. ☹️

# HOW HUD USES VMS





# HOW HUD USES VMS

- **Cash Management**
  - Determine monthly disbursements from HUD
  - Validate prior month's Housing Assistance Payments (HAP)
- **Administrative Fees**
  - Calculation of monthly administrative fee advance and quarterly reconciliations
- **HAP (Annual Budget Authority)**
  - Calculation of following year HAP budget authority
  - Re-benchmarking and the calendar year HAP reconciliation
- **Two-Year Tool Population**
  - Actual HAP
  - Actual Unit Months Leased (UML)
  - Restricted Net Position (RNP)



# **CASH MANAGEMENT**

# PRIOR TO CASH MANAGEMENT

- **Between 2005 and 2012 PHAs had been accumulating NRA (now RNP) to pay for future HAP costs or building reserves**
  - HUD performs an annual review of the PHAs with a variance of 3% (of total BA) when comparing the HUD-calculated and the VMS-reported RNP to reconcile the variance.
- **PHAs used to receive 1/12th of their HAP funds (ABA) every month to cover monthly HAP costs**
  - Received one month of HAP funding evenly for 12 months.
  - For example, if PHA XYZ was awarded \$3 million in ABA, they would receive \$250,000 each month for 12 months.

# CASH MANAGEMENT

- Cash Management implemented in FY12:
  - HUD-Held Reserves (HHR) were established.
- HUD instituted a system of cash management for PHAs to receive HAP.
  - Outlined in Notice PIH 2011-67.
  - ABA not disbursed from HUD to PHA, because the PHA doesn't need the HAP funds. Funds stay with HUD until PHA has a need for HAP funding.
  - HAP funding is received to pay upcoming HAP costs, and amount of funding can fluctuate.
  - Monthly disbursements are based on HAP expenses reported to VMS and RNP calculated by HUD.

# CASH MANAGEMENT UPDATED

- Notice PIH 2017-06  
(<https://www.hud.gov/sites/documents/PIH2017-06.PDF>)
- This notice replaced Notice PIH 2011-67 and revised the cash reconciliation timeframes and provided additional guidance to MTW PHAs.
- HUD has more flexibility to choose what months it will analyze in determining HAP disbursements
  - HUD may use the July expense and leasing data to fund October and November HAP.

# CONTINUED CASH MANAGEMENT

- **HUD will closely monitor the RNP**
  - HUD performs an annual review of the PHAs with a variance of 3% (of total BA) when comparing the HUD-calculated and the VMS-reported RNP to reconcile the variance.
  - Also needs monitoring to accurately disburse funding and for any frontload requests.
- **HUD performs a semi-annual and final HAP reconciliation to determine the amount of excess RNP subject to offset or underpayments due (at the end of the year).**
  - HAP disbursements are reduced by the amount of HUD-verified RNP.
- **HAP funds obligated that are not disbursed as of December 31<sup>st</sup> will automatically transition to HHR.**
  - HHRs are cumulative year-to-year
  - Are available to PHAs and can be used for all prior or current year HAP expenses.
- **Cash management will cause your monthly HAP funding received from HUD to fluctuate.**

# CASH MANAGEMENT DISBURSEMENTS

- Housing Authority Data for September 2022 submitted to VMS in October 2022.
- HUD validates September VMS Data during the October/November period.
- HUD Releases Funds To Treasury in November 2022.
- HUD Disburses Funds to PHA in December 2022



# **ADMINISTRATIVE FEES**



# ADMINISTRATIVE FEES

- PHAs receive Admin Fees for administering the HCV program duties, such as:
  - Taking applications, maintaining waiting list & processing applicants for admission
  - Verifying facts related to income and household composition
  - Issuing vouchers
  - Inspecting units
  - Determining rent reasonableness
  - Conducting income reexaminations and intertims
  - Processing landlord paperwork and paying HAP to landlords

# ADMIN FEES PAID VS. EARNED

HUD advances administrative fees to PHAs each month based on prior reported leasing in VMS.

Each PHA's administrative fee eligibility is reconciled after every quarter based on actual reported leasing.

HUD will disburse any amount due to the PHA and recapture any amount due from the PHA via an increase or reduction in subsequent administrative fee payment if adjustments to leasing are made.

A final reconciliation will be completed after December leasing data is reported in VMS at which time the final proration for the calendar year will be determined.

# EARNED ADMIN FEES

- Fees are earned based on leasing reported to VMS on the FIRST DAY of the month
- Fees are earned for leased units up to the Unit Months Available (UMA), not overleased UMLs
- No mid-month admin fee may be earned for move-ins (new HAP contracts) after the first of the month
- Two Admin Fee Rates (before proration)
  - Rate A – the first 600 units under lease each month
  - Rate B – any units leased over 600 units each month

# PBV ADMIN FEES

- Project-Based Vouchers (PBVs) will also earn administrative fees for units reported in the following VMS fields:
  - Number of PBVs under HAP and not Leased
  - Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense
- These UML totals are reported in a separate line on the Quarterly and Annual HCV Admin Fee reconciliations.


1	VMS Unit Months Leased	140,111	
2	Unleased PBV UMLs	2,532	
3	Total UMLs (Line 1 + Line 2)	142,643	
4	Unit Months Available	147,321	
5	Overleased UMLs (Line 3 - Line 4 if overleased)	0	
6	Lesser of UMLs or UMAs (Minimum of Line 3 and Line 4)	142,643	
7	Unit Months Eligible for Column A Rate	7,200	
8	Column A Rate	\$79.99	
9	Eligibility - Column A Unit Months (Line 7 x Line 8)		\$575,928



# **ANNUAL BUDGET AUTHORITY & HAP FUNDS**

# ANNUAL HCV FUNDING APPROPRIATIONS

- Annual HCV Funding Implementation Notice
- Notice PIH 2022-14 highlights:
  - CY2022 HAP Renewal Funding details
  - Funding for Administrative Costs
  - Special Fee eligibility
  - HAP Set-Aside Categories
  - Admin Fee, HAP, HAP Reserve Guidance
  - VMS/FASS Reporting
- Annual Budget Authority (ABA) Appropriations Calculation includes:
  - Renewal Funding (Rebenchmarking from VMS)
  - Non-Renewal Funding (Funding for New Units)



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

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**Special Attention of:**  
Office Directors of Public Housing;  
Regional Directors: Public Housing  
Agencies

**PIH Notice 2022-14**  
  
**Issued: May 19, 2022**  
  
Expires: This notice remains in effect until amended, superseded, or rescinded.  
  
Cross References: PIH Notice 2021-08, PIH Notice 2020-01, PIH Notice 2019-01/H-2019-02, PIH Notice 2018-12, PIH Notice 2018-09, PIH Notice 2017-20, PIH Notice 2017-06, PIH Notice 2015-17, PIH Notice 2013-28, PIH Notice 2011-28

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**SUBJECT: Implementation of the Federal Fiscal Year (FFY) 2022 Funding Provisions for the Housing Choice Voucher Program**

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# RE-BENCHMARKING

- Funding is awarded on a calendar year basis.
- HUD uses VMS-reported HAP, utility payments, and FSS escrow expenses from January to December of prior year to determine funding for the next/current calendar year.
- HUD makes necessary adjustments
  - Transfers
  - Non-Renewal Funding
  - First Time Increments
  - Offsets
  - HAP cost for overleasing will not be funded.
- HUD then applies a local inflation and proration factor.

# FUNDING FOR HAP

- Annual Budget Authority (ABA)
  - Renewal Funding
  - Non-Renewal Funding
- Available Restricted Net Position (RNP)
- Available HUD-held Reserves (HHR)
- Set-Aside Funds
- UNP\* (Admin Reserves)
  - \*not typical or recommended





# **HUD'S HCV TWO-YEAR TOOL**

# TWO-YEAR TOOL

- HUD's Two-Year Tool (TYT) is used to:
  - Monitor PHA's leasing and spending
  - Estimate PHA's funding for the following year and beyond
  - Maximize funding for the following year and beyond
  - Maximize leasing for the PHA's current year and beyond
  - Prevent shortfall and overleasing
  - Forecast trends
  - Determine program variables
  - Scenario-test

# OBJECTIVES OF TYT

- Analyze PHA's utilization situation
- Basic leasing and spending scenario-testing to better inform decisions going forward
- Optimize program
- Facilitate conversations with the PHA
- Help develop an informed strategy on leasing and spending, for current and following year
- Use variables to guide decision-making

# VMS DATA TO TYT

- HUD's TYT is pre-populated with data from VMS
- TYT pulls HAP, UML, vouchers issued, RNP from VMS
- Utilization Tools, Two Year Tool, Training Guides:
  - [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/Tools](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/Tools)
- If updates are made to VMS, a new tool will need to be populated.

# QUESTIONS?

## RESOURCES

### VMS Quick Reference Guide:

<https://www.hud.gov/sites/documents/QUICKREFERENCE.PDF>

### VMS User's Manual:

<https://www.hud.gov/sites/documents/INSTRUCTIONS.PDF>

(my advice is to open this one with Google Chrome)



# THANK YOU

Dana Kitchen

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