U. S. Department of Housing and Urban Development

#### Changes -

- Tabular Form layout
- Consolidated like items on same tab
- Aligned UML and HAP on same row for easier input
- Prior Month, Average Last 12 Months, and Average Year to Date data provided for user validation reduction in keying errors.
- Pop-up user information regarding data entry field.
- Individual Tab saving to prevent data loss prior to monthly submission

#### Changes continued -

- Point of Contact Information provided for end user use, includes FMC and Field Office assigned personnel with email and phone number.
- Redesigned Submission page to include error messages and Historical data entry status, to include draft (DRA), save (SAV), submissions (SUB), pending hard edit (PHE), approved hard edit (AHE), and denied hard edit (DHE).
- Executive Summary detailing allocation and balance, recap worksheet, utilization graphs, and projection worksheets.



#### Changes continued -

- Standardized buttons Each input screen contains a "Validate", "Save", "Reset", "Cancel", and "Print" buttons.
- New Tabular printing function allows user to make hard copy PDF printout of data entry.

U. S. Department of Housing and Urban Development

# Voucher UML and HAP Tab (data input by PHA/user in columns 2 and 6 only all others are system filled)

Screen layed out in two major sections.

Top section used to provide first of the month voucher information by specific categories

Bottom Section used to report other specific monthly reporting requirements

Each section allow for UML and HAP data reporting.

Monthly Voucher Data Validation and Sav	e Page							
Please enter data for the following month. Vo	oucher Expense Data is	validated when it ority of America	is saved to the da	tabase.	ITH: August	YEAR: 2010		FRSION: 9
Voucher UML/HAP Income/Expenses Exp	ense/Comments	Disaster UML/HAP	PHA Info S	ubmission Exec	utiveSummary			
		-	Voucher U	IML and HAP				
Vouchers under lease on the First Day of the Month	UML	UML Last Month	Avg UML Last 12 Month	Avg UML Year to Date	HAP	HAP Last Month	Avg HAP Last 12 Month	Avg HAP Year to Date
Litigation	9			\$	<b>?</b> 3		\$	\$
1 Year Mainstream	9			*	<b>9</b> s		\$	\$
Homeownership	9			\$	2 :		\$	\$
New This Month	9							
Moving To Work	9			\$	<b>9</b> s		\$	\$
Family Unification	9			\$	2 :		\$	\$
2008 and 2009 Family Unification	9			\$	<b>?</b> \$		\$	\$
2008 and 2009 Non-Elderly Disabled	9			\$	9 :		\$	\$
Portable Vouchers Paid	20 😨	20	14	15 \$	16,734 🧟 s	15.796	\$ 11.480	\$ 13
HOPE VI	9			*	9 :		\$	\$
Tenant Protection	8 🧐	8	9	9 \$	2,997 🧐 💲	2.997	\$ 3.370	\$ 3
Enhanced Vouchers	9	8	9	9				
Veteran's Affair Supported Housing (VASH) Voucher	9			\$	9 \$		\$	\$
DHAP to HCV Vouchers Leased	9			\$	<b>2</b> s		\$	\$
All Other Vouchers	1,153 🦻	1,174	1,114	1.125 \$	684,036 🧐 💲	693,414	\$ 644,827	\$ 652
FSS Escrow Deposits				\$	1.405 🔗 💲	1,405	\$ 1,153	\$ 1
All Voucher HAP Expenses After the First of Month				\$	8,555 😤 \$	2,997	\$ 2,998	\$ 4
Total Vouchers	1.181 🤗	1,202	1.137	1,150 \$	713.727 🧟 💲	716,609	\$ 663,781	\$ 674
Other Voucher Reporting Requirements Number of Vouchers Under Lesse (HAP Contract) on the last day of the Month	1,189 9	1,209	1,142	1,157				
Temporary Housing Units to HCV Conversion -	9			*	9 :		*	\$
HA Owned Units Leased - included in the units	9							
New vouchers issued but not under HAP contracts as of the last day of the month	51 😨	40	47	47				
Portable Vouchers Administered (Port In)	73 😨	76	81	79 s	49,326 🧐 💲	51.248	\$ 55.024	\$ 52
Number of Vouchers Covered by Project-Based AHAPs and HAPs	9							
5 Year Mainstream	9			*	9 :		\$	\$
			Validate   Cause	Dente L Conner L D	and l			

SARTMENT OF TO

U. S. Department of Housing and Urban Development

# Voucher UML and HAP Tab (hard edit input only used if there was a prior error)

All Validation Hard Edit messages with HUD authorized predefined drop down reasons with comment box.

User selects the appropriate pre-defined reason, or chooses the "Other" option and enters further explanation of the data being entered.

	Rota: Pla	ace, provide Co	riment if	'Other' selects	ed .								
41 Other Vouchers	-	100 2	-	100		1,060	1.053 s	1.000 🦻	•	100	s 590.09	1	581,994
55 Escrow Deposits							•	1,000 🦻	1	100	s 1.16	5	1.142
I Voucher HAP Expenses After the First of Horth							1	0 2	5	100	8 3,44	1	3,545
otal Vouchers	-	1,300 2	-	1,300		1,181	1,195 s	14,000 🕫	5	1,500	616.15	5	610,479
"Error HEDDik Voucheruffzation is nor	-				Teeling		3						
within the standard range. PHD should review the UNL anarador each category to ensure accuracy.	10000 - 50 10000 - 50 10000 - 10 10000 - 10 10000 - 10	en toda analier analier seating Decreased evalued Physical Dan evalued Physical Dan	orn	• • selecte			Ŀ						
	HE009 - A	laurbed Portables Ref			Teating		-						
"Error HE000: Voucherutilization is not within the standard range, PH3 should nev law the H3P costs entened for each category to ensure as duracy.	×6020 - C	2e		•									
	hola: Pa	asa, provida Co	nmari /	'Other' selects	-		3						
ther Youcher Reporting Requirements uniter of Youchers Under Lease (HAP Contract) on a fast day of the Worth		0 2	1	100	0	968	939						
emporary Housing Units to HCy Conversion - exercy	-	100 2	-	100		100	100 s	1.000 🦻	•	100	s 10		100
A Denied Unity Leased - included in the units eased above	-	100 9	-	100		100	100						
en outhers issued but not order HAP contrada as	-	100 2	-	100		53	53						

U. S. Department of Housing and Urban Development

#### Other Income and Expense Tab (data entry no change from

prior inputs) Screen layed out in three major sections.

Top section used to provide Memorandum Reporting items for the reporting month.

Middle section used to input Administrative Expenses for the reporting month

Bottom section used to report the PHA's Financial Status at the end of the month.

Please enter data for the following month. Vouche	r Expense Data is valid	ated when it is saved to the databa	YEAR: 2010
Voucher Income/Expenses Expense/C	omments Disaster	PHA Info Submis	sion ExecutiveSummary
UNL/HAP	UML/HA		
	Other Inc	ome and Expenses	
Memorandum Reporting			
Fraud Recovery Total Collected This Month	\$ 2,954 9	6.	
Interest or other income earned this month from the investment of HAP funds and five Restricted Assets	\$ 579 🧐	6	
FSS Escrow Forfeitures This Month	s ?		
Number of Hard to House Families Leased	9		
Number of USP Initial Clearance Tests	2		
Portable HAP Costs Billed and Unpaid - 90 Days or older	\$ 4,174 🧟	6	
Number of LBP Risk Assessments	2	• S	
Administrative Expenses			
FSS Coordinator Expenses Covered by FSS Grant	s 🦻 🦻		
FSS Coordinator Expenses Not Covered by FSS Grant	s/ 2	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	
Administrative Expenses	\$ 89,084 2	12 C	
New Central Office Cost Center Expenses allocated to Housing Choice Voucher Program	s  2	5	
Augdit	s 2		
Financial Status			
Net Restricted Assets (NRA) as of the Last Day of the Month	\$ 1,179,302		
Unrestricted Net Assets (UNA) as of the Last Day of the Month	\$ 880,212	6	
CashVinvestment as of the Last Day of the Month - Voucher Program Only	\$ 2,453,033 <b>2</b>		
	Validate Save	Reset Cancel Print	

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#### Disaster UML and HAP Tab (data entry no change from prior

**inputs)** Screen layed out in four major sections.

Top section used to provide Disaster Voucher Program leasing and expense incurred during the reporting month.

Top middle section is used to provide Disaster Housing Assistance Program (DHAP Katrina/Rita) leasing and expense incurred during the reporting month.

inities	Voucher Management System			Mard
opment.	Manage PHA Data			
ems	Monthly Voucher Data Validation and Save F	Page		
A Data	lease enter data for the following month. Vou	cher Expense Data is validated when i	t is saved to the database.	
ta Tabs	DG002 Downhome Hous	ing Authority of America	NONTH: August YEAR: 2010	VERSION: 9
eports	Voucher UNL/NAP Income/Expenses Expenses	ve/Comments Disaster UML/HAP	PHA Info Submission Execut	veSummary
		Disaster UML and	нар	
	Disaster Voucher Program (DVP)	UML	HAP	
5010	DVP Families Assisted	2	s 🦻 🦻	
	New This Month	9		
	DVP Homeless Families Assisted	2	s 🦻	
	New This month	2		
	Disaster Housing Assistance Program (DHAP-Katrina	/Rita)		
DV metros	DHAP Families Assisted	2	5 2	
U.S.	New this month	2		
House	Disaster Housing Assistance Program (DHAP-Ike/Ge	stav)		
	DHAP-IKE Families Assisted	2	s 🦅 🦻	
	New This Month			
	Security Deposits Paid		s 🥏	
	Utility Deposits Paid		5 2	
	Security Deposits Returned		s 🦻 🦻	
	Utility Deposits Returned		s 🦻 🦻	
	Disaster Relief - Non-KDHAP			
	Disaster Portable Units Administered	2	s 🦻 🦻	
		Validate Save Reset	Cancel Print	
				0
1	U.S. Department of Housing and other Deve with This Street E.W., Washington, DC 20410	Augment (HUD)		1



U. S. Department of Housing and Urban Development

#### Disaster UML and HAP Tab (data entry no change from prior

inputs)

Lower middle section is used to provide Disaster Housing Assistance Program (DHAP Ike/Gustav) leasing and expense incurred during the reporting month.

Bottom section is used to provide Disaster relief (Non KDHAP) leasing and expense incurred during the reporting month.

Homes & Communities US Department of Housing and Urban Development Secure Systems	Voucher Management System Manage PHA Data					March 21, 201
Manage PHA Data • Ester PHA Data Tabs	Monthly Voucher Data Validation and Sav Please enter data for the following month. V DG002 Downhome Ho	e Page oucher Expense Data is using Authority of Am	validated when it is s orioa	aved to the databas	YEAR: 2010	VERSION: 9
Generate Reports	Voucher UML/HAP Income/Expenses Exp	ense/Comments	ML/HAP PHA	Info Submis	sion ExecutiveSummar	2
Exit VMS	Disaster Voucher Program (DVP)	UML	Disaster UML and HAP	HAP		_
tesources Age Intable Form526818	DVP Families Assisted	[	2	s[	2	
hitructions suck References	New This Month		2			
ools et's talk lebcasts aling lists	DVP Homeless Families Assisted	[	9	s	2	
elp	New This month		2			
USA.gov	Disaster Housing Assistance Program (DHAP-Kab	ina/Rita)	2	4	2	
NITTER	New this month		2			
The White House	Disaster Housing Assistance Program (DHAP-Ike)	(Gestav)				
	DHAP-IKE Families Assisted		2	\$	2	
	New This Month	[	2			
	Security Deposits Paid			\$	2	
	Utility Deposits Paid			\$	2	
	Security Deposits Returned			\$	2	
	Utility Deposits Returned			\$	3	
	Disaster Relief - Non-KDHAP					
	Disaster Portable Units Administered		2	\$	2	
		Validate	Save Reset Can	oel Print		
						O Rack Strap
	U.B. Department of Housing and Urban C 451: The Street Sciv., Hashington, 10: 25 Talephone. (202) 708-2222 TTV: (202)	410 708-0405				the Annual States

U. S. Department of Housing and Urban Development

#### PHA Information Tab (data entry no change from prior inputs)

Screen layed out in four major sections.

Top section used to provide PHA and PHA Point of Contact Information

Top middle section provides the Financial Analyst information that is assigned to work with the PHA

Manage PHA Data		
Monthly Voucher Data Validation and S	Save Page	
Please enter data for the following month	<ol> <li>Voucher Expense Data is validated when it is saved to the database.</li> </ol>	
DG002 Downhome	Housing Authority of America NONTH: August YEAR: 2010	E. VER
Voucher UML/HAP Income/Expenses	Expense/Comments Disaster PHA Info Submission Exe	cutiveSummary
	PHA Contact Information	
PHA Contact Information	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
Pis number	FRAN	
HA Name	Allentown Housing Authority	
HA FYE	06/30	
Name of HA Point of Contact	Daniel Farrell	
Point of Contact Phone	16101 439-8678	
Ext.:	p	
Point of Contact E-mail Address	dfarrel@allentownhousi 🦻	
Name of Authorized HA Official	Daniel Famel	
Official Housing Authority E-mail Address	dfameli@allentownhousing.org	
Program Area Point of Contact - FMC		
FMC Financial Analyst	MOISES MONTALVO	
E-mail Address	User01 PDH-VMS:@huddev.gov	
FA Phone Number	(305) 536-7212	
Dd.		
Program Area Point of Contact - Field Office		
Field Office Code	зарн	
Field Office Name	PHELADELPHEA HUB OFFICE	
Field Office Point of Contact	John Testor	
New	illusef/2 Dhi UMCAbuddar and	
FO POL E-Mail Address	STREET, THE PROPERTY OF T	
FO POC Phone Number	(202) 123-4567	
Ext.	1234	
REAC Technical Assistance Center		
Technical Assistance Center	1*888-245-4860	
	Validate Save Reset Cancel Print	

U. S. Department of Housing and Urban Development

#### PHA Information Tab (data entry no change from prior inputs)

Lower middle section provides the Field Office Staff information that are assigned to work with the PHA

Bottom section identifies the REAC Technical Assistance Center's Phone number

The only information that can be edited/modified is the Field Office POC data, all other data comes from PIC or predefined FMC and FO Tables.

Manage PHA Data		
Monthly Voucher Data Validation and S	ave Page	
Please enter data for the following month.	Voucher Expense Data is validated when it is saved to the database.	
DG002 Downhome	Housing Authority of America NONTH: August YEAR: 2	1010 VE
Voucher UML/HAP Income/Expenses F	xpense/Comments Disaster PHA Info Submission 1	ExecutiveSummary
	PHA Contact Information	
PHA Contact Information		
HA Number	PA004	
HA Name	Allentown Housing Authority	
HA. FYE	06/30	
Name of HA Point of Contact	Daniel Farrel	
Point of Contact Phone	(610) 439-8578	
Ed.:	0	
Point of Contact E-mail Address	dfarreli@allentownhousi 🦻	
Name of Authorized HA Official	Dariel Farrell	
Official Housing Authority E-mail Address	dfameli@allentownhousing.org	
Program Area Point of Contact - FMC		
FMC Financial Analyst	MOISES MONTALVO	
E-mail Address	User51 Pb+-VMS@huddex.gox	
FA Phone Number	(305) 536-7212	
Ext.		
Program Area Point of Contact - Field Office		
Page Unice Code	2004	
Field Office Name	PHILADELPHIA HUB OFFICE	
Pass Office Point of Contact	John Testor	
FO POC E-mail Address	User02_P3H-VMS@huddev.gov	
FO POC Phone Number	(202) 123-4567	
Ext.	1234	
REAC Technical Assistance Center		
Technical Assistance Center	1-888-245-4860	
	Validate Save Reset Cancel Print	

U. S. Department of Housing and Urban Development

# Submission Tab (summary of inputs prior to PHA submitting to HUD)

The Submission tab is divided into two major areas of information.

Top section provides the user with a complete listing of the validation history for the selected reporting month.

The latest Hard Edit Record is always on top. User can select on the drop down selection linked item and display the Hard Edit Message.

Viceher UNL/Nap INL/	In The Control of Automatical In The Control of Automatical Internet Selection Internet By User M03300: FIRST - M02300	Submission ExecutiveSumm Externed Date/Time Con	rected By User	Corrected Date/Time
UNL (142) PECONECUPATION Expension Comment :: Validation History Pror Talk Field Name Drop Co Poucher UNL, and HAP Moving To Work <u>HECO2</u> (Char.):	We Selection Latered By User	Entered Date/Time Con	rected By User	Corrected Date/Time
III Validation History  Proof Tab Field Name Doug Ds  roucher UMs, and HAP Moving To Work <u>HE002</u> , Cober_15  Ventrapic Mare	wn Selection Latered By Uver Mod3oo: FBST - Mod3oo (	Entered Date/Time Co	rected By User	Corrected Date/Time
Inter Tab     Field Name     Drop CX     Isucher UNL, and HAP     Moving To Work     HEDD2_     Char_II     Veteran's after	we Selection Entered By Uver M00300: FIRST - M00300 (	Externed Date/Time Cor	rected By User	Corrected Date/Time
Ioucher URL and HAP Moving To Work HE002. Other 15	M00300: FIRST - M00300 (			
Veteraria Affair	CIONG .	LAST - vms 03/18/2011 11:24:34 M00	300: FIRST - M00300 LAST -	vms 03/18/2011 11:57:50
Further LBR and LILD Furthered Managers HE007 -	MARTING PROT MARTING	AT		
(v35H) Youther Other 10	Message from webpage	2631 - YINE (92010) 2011 11:24:34 (MD	x	ANR 03/16/2011 11:37:30
Foucher UML and HALP Total Vouchers HECOD.	eteg		57 -	vms 03/18/2011 11:57:50
Joucher UML and HUP 5 Year Mainstream	*Error HEC	020: Budget Authority utilization i	s not within	vms 03/18/2011 11:57:50
Converting and later Maning To Mark Line 19013.	the standa entered for	rd range. PHA should review the r each category to ensure they a	HAP costs	and 02/18/2011 11:57:50
coner one and nor internet into the coner in	utra	, , , , , , , , , , , , , , , , , , ,	01.	Vers V3/16/2011 11:37/30
Toucher UML and HAP Family Unification HAP Conter-In	uting		ОК 67.	vms 03/18/2011 11:57:50
11 Submission History				
esset Id Status Code Status Description	n Last Updated By	Updated User Name	Updated 5	Nate/Time
15159 AHE Hard Edit Approve	id HVM511	SYSTEM	C 03/18/201	1.12:16:09
(5159 PHE Pending Hard Edit	M00300	SYSTEM	F 03/18/201	1 11:57:30
15159 DRA Saved	M00300	SYSTEM	C 03/18/201	1 11:24:34
States Code         States Description           15159         AHE         Hard Edit Approv           15159         PHE         Pending Hard Edit           15159         DNA         Saved	n Last Updated By id HMM511 M00300 M00300	Dysfated Uver Name SYSTEM SYSTEM SYSTEM	Бі         Updated 2           Г         03/38/201           Г         03/38/201           Г         03/38/201	uto/filee 112-16-09 111-57-30 111-24-34

U.S. Department of Housing and Urban Development

#### Submission Tab (summary of inputs prior to PHA submitting to

HUD) At the of the Submission tab are four new buttons used by the PHA.

Multiple print enables the user to print out two or more of the Submission History. User puts a check mark in the selection box next to the specific prior submission to be printed out.

Print screen will print out a pdf formatted copy of the submission screen, and will display all the hard edits listed, and will print a complete list of the submission history.

	0.0.002	Downho	me Housing Au	thority of America	MONTH: Au	pint	FEAR: 2010	VERSIO
Voucher UNL/HUP	Income/Expe	Expense	Comments Dist.	enter PHA Indo S	dmission ExecutiveSu	entary .		_
Error Tab	Field	Name	Drop Down Selection	a Entered By User	Entered Date/Time	Corrected By Use		Corrected Date/Time
Voucher UML an	d HAP Move	ng To Work	HE002   Other : Testing	M00300: FIRST - M00300 LAST - v	ms 03/18/2011 11:24:34	M00300: FIRST - M	00300 LAST - vms	63/16/2011 11:57:50
Voucher UPL an	d HAP Supp (VAS)	an's Affair orted Housing H) Voucher	HEDO7 - Other : Testing	M00300: FIRST - M00300 LAST - v	me 03/18/2011 11:24:34	M00300: FIRST - M	00300 LAST - vms	03/16/2011 11:57:50
voucher UML ar	бнир тоса	Vouchers	HE009.: Other Testing	M00300: FIRST - M00300 LAST - V	ms 03/18/2011 11:24:34	M00300: FIRST - M	00300 LAST - vms	03/16/2011 11:57:50
Voucher UML ar	d HAP 5 Yes	r Mainstream	HE011 - Other :Testing	M00300: FIRST - M00300 LAST - V	ms 03/18/2011 11:24:34	M00300: FIRST - M	00300 LAST - vms	03/16/2011 11:57:50
Voucher UML an	d HAP Movie	ng To Work HAP	HE013 - Other : Testing	M00300: FIRST - M00300 LAST - V	ms 03/38/2011 11:24:34	M00300: FIRST - M	00300 LAST - vms	03/18/2011 11:57:50
Voucher UML ar	dHIP Fami	y Unification HAP	HE015 - Other Testing	M00300: FIRST - M00300 LAST - V	ms 03/38/2011 11:24:34	M00300: FIRST - M	00300 LAST - vms	03/18/2011 11:57:50
Voucher UML an	d HAP Supp	an's Alfair orted Housing	HE019	M00300: FIRST - M00300 LAST - v	ma 03/16/2011 11:24:34	M00300: F3RST - M	00300 LAST - vms	03/18/2011 11:57:50
	danission History							
Asset Id	Status Code	Status	Description	Last Updated By	Updated User Name		Updated Date/	Time
25159	DIE	Pard E	at Approved	P99011	SVETEM	5	03/18/2011 12	57.50
25159	DRA	Saved		M00300	SYSTEM	c	03/18/2011 11	24:24

U. S. Department of Housing and Urban Development

#### Executive Summary Tab (system generated using inputs)

The Executive Summary is a new feature for the users in VMS. This new function provides the PHA Executive Director, Manager, Board Member or interested party with a financial status of the PHAs health and ability to continue to lease units. There are four reports that can be generated to display vital information for decision making.

Homes & Communities US Department of Housing and Urban Development Sectores Nucleares	Voucher Management System Manage PHA Data	March 21, 2011
	DG 002 Downhome Housing Authority of America MONTH: August YEAR: 2010	VERSION: 9
Manage PHA Data • Enter PHA Data Tala	Voucher Income/Expenses Expense/Conments (MILAND PHILOSO Submission ExecutiveSummary	
Generate Reports	Executive Summary	
Exil VMS	Select Report Type	
	C Allocations and Balances C Recap Worksheet C Utilization Graphs C Projection Worksheet	
Resources FAQs Printable Florin306818 Instructions Quick References	Contras	
Tools Lai's talk Websats Maling lists Contact us Heilip		
TISALGOV		O fact to by
	U.S. Department of Housing and Ultan Development (HUD) 451 The Seven S.W. Westengton, Oct 20415 Telephone: (202) 708-5112 TTV: (202) 708-1455	fit tasa.tela



U.S. Department of Housing and Urban Development

# Allocations and Balances Report (system generated using inputs)

The Allocations and Balance report provides expense and utilization information for the PHA.

It is separated into three separate areas of financial and utilization information.

The top section of the report identifies the PHA's beginning Net Restricted Asset for the year, the CYTD budget authority allocated, CYTD HAP Expenses and CYTD Other Revenues that is used to calculate the month ending NRA balance.

Voucher Management System				Harch
Manage PHA Data				
DG002 Downhome	Housing Authority of America	NONTH: Jurnet	YE&R: 2010	VERSION: 9
Voucher Income Encourse Encourse/Come	Children Children Court	Transfordierman		
(MUMP)	Execution Summary - Dable Housing Author	eity Allocation and Balances		
	Execute Summary - Fault musing succe	my second and beauties		
	HJD Calcu	lation		
NRA Beginning Balance from Prior Year End Balance		0		
Budget Authority from HUDCAPS CYTD		0.040	1800	
HAP Expense Reported in VMS CYTD		6.13	299	
Other Revenues Reported in VMS CYTD		D4.02	3	
End of Current Month Net Restricted Assets (NRA)				1.942.964
	PHIL Repo	sted		
PHA Estimate of Net Restricted Assets (NRA)		0		
PHA Estimate of Cash on Hand (COH)		þ		
, e	Ritzetion	Amount		Percentage
Ublization Units (UML / UMA)		0.94		94.20
Utilization HAP (HAP / ABA)		0.76		26.27
Utilization All Funds = HAP expended CYTD/ABA + (Budg	eted NRA . 1 Month prorated NRA cushion)	0.26		p.
Utilization Units	Graph	Utilizati	on HAP Graph	
100 75 0 155 0 100 100 100 100 100 100 100 10	L. AND SEP OCT WOV BEC MLS DEathon	900 75- 8 50 25- 0 20 20 20 20 20 20 20 20 20 20 20 20 2	enr Jon JAL AND SEP OCT NOV S IS BA HAP IS BADINA — BAHDRA (Bilgation	86
20 0 JAN FEE MAR APE MAR APE MAR APE UMAR VI A - Leading S - (A.U. THE U.S. Department of Housing and U	the Development (wcD)	D b Juni FBB Wank Affe to HAB HAB	en an ac au se or or o is la HAP is BADURA —BAHBRA (BIQHIN BRUNN	**



#### U. S. Department of Housing and Urban Development

# Allocations and Balances Report (system generated using inputs)

The middle section of the report identifies the PHA's Estimate of Net Restricted Asset for the reporting month, and the estimate of the Cash on Hand for the reporting month.

The bottom section provides the utilization amount and percentages for the units and hap information. The Executive Director, Manager or Board Member can also look at the graphs and see a quick view of the PHA's overall utilization health

es & munities	Voucher Management System		Harch 21
Development	Manage PHA Data		11.2 March 20
Systems	DG 002 Downhome Housing Authority of America	NONTH: August YEAR: 2010	VERSION: 9
PHA Data	Vescher UNL/Hap Income/Expenses Expense/Comments Dealthr PHA Into	Submission ExecutiveSummary	
tik Data Take	Executive Summary - Public Housing	Authority Allocation and Balances	
e Reports	100	Calculation	
s.	NRA Beginning Balance from Prior Year End Balance	0	
	Budget Authority from HUDCAPS CYTD	0.040,000	
<b>65</b>	HAP Expense Reported in VMS CYTD	6, 132, 799	
orm326818	Other Revenues Reported in VMS CYTD	34,823	
	End of Current Month Net Restricted Assets (NRA)		1.942.954
	Provide a second and a second	A Reported	
6	PHA Estimate of Net Restricted Assets (NRA)	1	
	PHA Estimate of Cash on Hand (COH)	0	
	Utilization	Amount	Percentage
.gov	Ublization Units (UML / UMA)	2.94	94.20
	Utilization HAP (HAP / ABA)	0.76	36.27
IIIC	Utilization All Funds = HAP expended CYTD/ABA + (Budgeted NBA . 1 Month prorated NBA cushion)	[1.76	P.
interficiente	Utilization Units Graph	Utilization HAP Graph	
	AND AND AND AND AND AND AND AND	NO 75 0 25 0 26 26 26 26 26 26 26 26 26 26 26 26 26	NDV BRI
	U.S. Department of Housing and Urban Development (HUD) 45) The Street E.W., Vashington, (C 2041) Telephone: (202) 709-1112 Thy. (202) 709-1435		0 test



U. S. Department of Housing and Urban Development

# Allocations and Balances Report (system generated using inputs)

To help the PHA managers determine current and future balances, the Budget Authority from HUDCAPS is a link to this page that identifies the CYTD disbursed payments by month, and what payments have been scheduled for the rest of the calendar year.

User can print PDF formatted copy of HUDCAPS Funding by clicking on the print button

Data	Vourher UNLIND Income Expenses Expe	nse/Comments Disaster PH	A Indo Sud	mission Execution	eSummary	
a Taba		Executive S	ummary - Public	Housing Authority		
orts 👘			HUD Ca	culation		
			Payments	Payments Scheduled		
		lanuary	\$696,205	Scheotheo		
158		February	6696.205			
		March	Port. and	\$554,852		
		April		8564,852		
		May		\$554,852		
		June		\$664,852		
		3.84		\$554,852		
		August		\$664,852		
		September		6664,852		
		October		\$664,852		
		November		\$554,852		
		December		\$554,852		
countd.		CY Total	(300,000	\$6,132,799		
				CY Funding	\$8,040,930	

U. S. Department of Housing and Urban Development

#### Recap Worksheet Report (system generated)

The Recap Worksheet report provides further detail on the PHA's expense and utilization information.

Report identifies expense and utilization data and includes a section to incorporate the NRA.

oon ExecutiveSummary		
a Authority Recap		
g Authority Recap		
\$249,765		
\$1,308,500		
\$1,295,237	<u> </u>	_
\$263,028	L	Including NR 4
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\$2,630,259		\$2,880,02/
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\$328,782		\$360,00
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7,510	14 million - 14 mi	8,002
939	*	1.000
	\$249,765 \$1,308,500 \$1,295,237 \$263,028 \$3,925,496 \$2,630,259 8 \$328,782 11,700 3,698 8,002 1,000 7,510 939 7,510 939	\$249,765 \$1,308,500 \$1,295,237 \$263,028 \$3,925,496 \$2,630,259 8 \$328,782 11,700 3,698 8,002 1,000 7,510 939 7,510 939 +

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U. S. Department of Housing and Urban Development

#### Utilization Graph Report (system generated using inputs)

The Utilization Graph report provides a graphical presentation of the PHA's utilization of Units and Expense information.

Report is divided into two section. Top section provides the user with a graphical picture of the utilization and expense information for each of the calendar year reporting months.

Voucher UNA_NUP	Income, Expe	Dov	mom	e Housin	Disaste	tonity of a	America Mituda		NOR	TH: August	TEAR: 20	910	VERSION
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-				_	-	- Leasin	on — BAU	ication — BAH	VRA Utilization				
-	Mush	UNIA	URL.	Leasing %	Bosh	ABA	NUP	EA phin NRA	BA Utilization	BA plus NRA Ustization	PUC	_	
	Munth	UMA	UNR.	Leasing %	Booth	ABA	9% — 84.08 HAP \$649,163	BA plus NRA	BA Utilization	BA plus NRA Ustization	PUC \$582.73		
	North 34N FEB	UMA 1,403 1,403	1,114 1,125	Leasing %	Blowth JAN FED	ABA \$696,205 \$696,205	9% — 84.00 HBP \$649,163 \$652,676	BA plus NRA \$696,205 \$696,205	BA Utilization 03% 94%	BA plus NRA Utilization 93% 94%	PUC \$582.73 \$580.16		
	Month 34K FEB MAK	UMMA 1,403 1,403 1,403	1,114 1,114 1,125 1,129	Leasing % 79% 80%	Booth JAN FEB MAR	ABA \$696,205 \$694,852	9% — 84.18 HAP \$649,163 \$652,676 \$663,769	BA plus IBA 5696,205 \$696,205 \$664,852	8A USE nation 93% 94% 30%	BA plue NRA Uddization 93% 94% 30%	PuC \$582.73 \$580.16 \$587.92		
	North JAN FEB MAR APR	UMA 1,403 1,403 1,403	1,114 1,125 1,129 1,153	Leasing % 79% 80% 80%	Bowh JAN FED MAR APR	ABA \$696,205 \$696,205 \$694,852 \$664,852	8 - 84.18 HALP \$649,163 \$652,676 \$663,760 \$672,757	BA plus HRA \$696,205 \$696,205 \$664,052 \$664,052	BA Unitration 93% 94% 500% 503%	BA plos HRA Usilization 93% 94% 300% 301%	PuC \$582.73 \$580.16 \$587.92 \$583.48		
	Month JAN FEB MAR APR MAY	UMA 1,403 1,403 1,403 1,403	1,114 1,125 1,129 1,153 1,159	Leasing % 79% 80% 80% 82% 82%	Blowth JAN FED MAR APR MAY	ABA \$694,205 \$694,205 \$664,852 \$664,852 \$664,852	8 - 84.18 HBP \$649,163 \$652,676 \$663,760 \$672,757 \$676,506	BA plus NRA \$696,205 \$696,205 \$664,852 \$664,852 \$664,852	RA UNIZation 93% 94% 50% 50%	BA priors NRA Unitication 93% 94% 300% 501% 202%	PuC \$582.73 \$580.16 \$587.92 \$583.48 \$583.7		
	Month JAN FEB MAR APR MAY JUN	UMA 1,403 1,403 1,403 1,403 1,403 1,403	1,114 1,125 1,129 1,150 1,174	Lessing % 79% 80% 82% 83% 83%	Booth JAN FEB MAR APR MAY JJN	ABA \$694,205 \$694,205 \$694,852 \$664,852 \$664,852 \$664,852	HAP \$649,163 \$652,676 \$663,760 \$672,757 \$676,506 \$692,249	BA plus HRA \$696,205 \$696,205 \$664,052 \$664,052 \$664,052 \$664,052	BA Unitation 93% 94% 300% 301% 302% 302%	BA priors INRA Utilization 93% 94% 200% 202% 202% 202%	Poc \$582.73 \$580.16 \$587.92 \$583.48 \$583.7 \$589.65		
	North JAN FEB MAR APR MAY X/N X/N	UMA 1,403 1,403 1,403 1,403 1,403 1,403	1,114 1,114 1,125 1,129 1,150 1,159 1,174 1,202	Leasing 5 79% 80% 80% 82% 83% 84% 84%	Rooth JAN FEB MAR APR MAY JJN XA	ABA 5696,205 5694,205 5664,852 5664,852 5664,852 5664,852 5664,852	80 % — BALS 8049,163 8052,676 8063,760 8072,757 8076,506 8092,249 \$716,609	BA plus HRA \$696,205 \$696,205 \$664,052 \$664,052 \$664,052 \$664,052 \$664,052	BA Unitration 93% 94% 300% 301% 302% 302% 302%	BA plus NRA UNRestine 93% 94% 20% 20% 20% 20%	Puc \$582.73 \$580.16 \$587.92 \$583.48 \$583.7 \$589.65 \$599.518		
	Heath JAN FEB MAR APR NAY X/N X/N X/N	UMAA 1,403 1,403 1,403 1,403 1,403 1,403 1,403	1,114 1,125 1,129 1,153 1,159 1,174 1,202 1,181	Leaning % 79% 80% 80% 82% 83% 84% 86%	Month JAN FEB MAR APR MAY JJN JAN JAS	ABA 5096,205 5096,205 5084,852 5064,852 5664,852 5664,852	8 - BALS 5049,163 5052,676 5063,760 5072,757 5076,506 5092,249 \$716,609 \$713,727	BA plus 1884 \$696,205 \$696,205 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852	BA UNIE patien 93% 94% 50% 50% 50% 50% 50% 50% 50% 50	BA plos HRA Ustization 93% 94% 300% 302% 202% 204% 204% 204%	Puc 5582.73 5580.16 5587.92 5583.48 5583.48 5583.45 5594.55 5594.18 5004.34		
	Musth Jan FEB MAR ARR MAY J.N XA XA XA SEP	UMA 1,403 1,403 1,403 1,403 1,403 1,403 1,403 1,403 0,0	UBBL 1,114 1,125 1,129 1,153 1,159 1,174 1,202 1,181 1,413	Leasing % 79% 80% 82% 82% 84% 84% 84% 84% 0%	Blooth JAN FEB MAR APR MAY JAN JAN JAS SEP	ABA 5604,205 5004,205 5664,852 5664,852 5664,852 5664,852 5664,852 5664,852 5664,852 5664,852 5664,852	8 - BALS 1689 8649,163 8652,676 8663,760 8672,757 8676,506 8692,249 8716,609 8713,727 8665,852	BA pinn NRA \$696,205 \$696,205 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852	BA UNIDation 93% 94% 50% 50% 50% 50% 50% 50% 50%	BA plus NRA Ustization 93% 94% 300% 202% 202% 204% 204% 202% 204% 200%	Puc \$582.73 \$580.16 \$587.48 \$583.48 \$589.65 \$596.18 \$004.34 \$471.23		
	Moeth JAN FEB MAR APR MAY JAN AUG SEP OCT	UMA 1,403 1,403 1,403 1,403 1,403 1,403 1,403 1,403 1,403	UBBL 1,114 1,125 1,129 1,153 1,159 1,174 1,202 1,181 1,413 1,300	Leasing % 79% 80% 82% 82% 84% 84% 84% 84% 93%	Booth JAN FEB MAR APR MAY JAN AUG SEP OCT	ABA 5004,205 5004,205 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852	HAP 5049,163 5052,676 5663,760 5676,556 5092,249 \$716,609 \$713,727 \$665,852 \$1,500	BA plus HEA \$606,205 \$606,205 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852	BA Utilization 93% 94% 500% 500% 502% 502% 502% 502% 500% 500	BA plus NRA USRization 93% 50% 50% 50% 50% 50% 50% 50% 0%	Puc \$582.73 \$580.16 \$587.34 \$583.48 \$583.7 \$589.65 \$596.18 \$604.34 \$471.23 \$1.15		
	Month JAN FEB MAR APR APR AR AR ALG SEP OCT NOV	UUBA 1,403 1,403 1,403 1,403 1,403 1,403 1,403 1,403 0 1,403 1,403	UBBL 1,114 1,125 1,129 1,153 1,159 1,174 1,202 1,181 1,413 1,300	Leasing % 79% 80% 80% 82% 83% 84% 84% 84% 84% 93%	Booth JAN FEB MAR APR MAY JJN AUG SEP OCT NOV	ABA 5006,205 5006,205 5006,005 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852 5064,852	HAP 5649,163 5052,676 5663,760 5672,575 5672,556 5092,249 5726,609 \$726,609 \$713,727 \$665,852 \$1,500 \$14,000	BA plus HEA \$606,205 \$606,205 \$606,205 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852 \$664,852	BA UNICasion 93% 94% 50% 50% 50% 50% 50% 50% 50% 50% 50% 50	BA plos NRA UNRestine 93% 94% 20% 20% 20% 20% 20% 20% 20% 20% 20% 20	Puc \$582.73 \$580.16 \$583.48 \$583.48 \$589.65 \$596.43 \$604.34 \$604.34 \$473.23 \$1.15 \$10.77		
	Month Jay FEB MAR APR MAY XAN JAR AUG SEP OCT NOV DEC	UMAA 1,403 1,403 1,403 1,403 1,403 1,403 1,403 0 1,403 1,403 1,403	UBBL 1,114 1,125 1,129 1,159 1,174 1,202 1,181 1,413 1,300 1,300	Leasing % 20% 80% 82% 83% 84% 86% 94% 90% 93% 93%	Blooth JAN FEB MAR MAR MAY JAN ALS SEP OCT NOV OBC	ABA \$006,205 \$006,205 \$004,852 \$064,852 \$064,852 \$064,852 \$064,852 \$064,852 \$064,852 \$064,852 \$064,852 \$064,852 \$064,852	9% — BALD 5649,163 9652,676 9663,760 9672,757 9676,506 9716,609 9716,609 9716,852 814,000 \$14,000	BA plus IRIA         BA           BA plus IRIA         \$606,205           \$606,205         \$666,852           \$664,852         \$664,852           \$664,852         \$664,852           \$664,852         \$664,852           \$664,852         \$664,852           \$664,852         \$664,852           \$664,852         \$664,852           \$664,852         \$664,852           \$664,852         \$664,852	BA UNICATION BA UNICATION 93% 94% 20% 20% 20% 20% 20% 20% 20% 20	BA plus HRA Utilization 93% 94% 100% 100% 102% 102% 102% 100% 100% 100	Puc 5582.73 5580.16 5587.92 5583.46 5584.18 5604.34 6471.25 510.77 \$10.77		



U. S. Department of Housing and Urban Development

#### Utilization Graph Report (system generated using inputs)

The bottom section provides on a month by month basis actual unit and expense information used to generate the graph.

Users would be able to print out hard copy of Utilization graph for comparison with other months

	0.0.02	Dec	a b a m	e Mouste	in Audi	horth of	Imerica	_	MON.	TH: Annual	YEAR- 1010	VERSION- G
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	JAN	1,403	1,114	79%	3AN	\$696,205	\$649,163	\$696,205	93%	93%	\$582.73	
	FEB	1,403	1,125	80%	FEB	\$696,205	\$652,676	\$696,205	94%	94%	\$580.16	
	MAR	1,403	1,129	80%	MAR	\$564,852	\$663,760	\$664,852	100%	100%	\$587.92	
	APR.	1,403	1,153	82%	APR	\$664,852	\$672,757	\$664,852	503%	301%	\$583.48	
	MAY	1,403	1,159	83%	MAY	\$554,852	\$676,506	\$664,852	502%	502%	\$583.7	
	201	1,403	1,174	04%	305	\$004,852	\$092,249	\$664,852	204%	304%	4504.14	
		1,403	1,101	84%	ALC:	\$664,852	\$713,727	\$664,852	107%	200%	\$604.34	
	ALIG			0%	SEP	\$564,852	\$665.852	\$664,852	100%	200%	\$471.23	
	AUG	0	1,413						0%	0%	\$1.15	
	AUG SEP OCT	0	1,413	93%	OCT	\$664,852	\$1,500	2004.025				
	AUG SEP OCT NOV	0 1,403 1,403	1,413 1,300 1,300	93%	OCT NOV	\$664,852 \$664,852	\$1,500	\$664,852	2%	2%	\$10.77	
	AUG SRP OCT NOV DEC	0 1,403 1,403 1,403	1,413 1,300 1,300 1,300	93% 93% 93%	OCT NOV DEC	\$664,852 \$664,852 \$664,852	\$1,500 \$14,000 \$14,000	\$664,852 \$664,852	2%	2%	\$10.77 \$10.77	



U. S. Department of Housing and Urban Development

#### Projection Worksheet Report (this purely optional to assist with any "what if" scenarios and analysis)

The Projection Worksheet report provides the user the ability to see what effect certain changes would provide the best process to help maximize their voucher leasing process.

Report is divided into three sections.

Top section provides the user with a view of the actual utilization and expense information for the calendar year.

D G 002 D	ownhomeHou	sing A	uthonly	of Americ			INTH: August		YEAR: 2010	VERST
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			Projectio	e Worksheet	Public Housin	of Authority Ov	erciene			
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	MANY	1,400	1 159	87%	1004	852 6637	506	102%	\$583.7	
	3.04	1,403	1.124	6476	5004	852 660	240	104%	4589.45	
	2.0	1,403	1,202	8676	8664	853 675/	400	108%	6596.18	
	ALIC	1,403	1.181	64%	\$554	852 6717	4 727	107%	6604.34	
	SEP	0	1.413	0%	6664	852 6667	452	100%	\$471.23	
	OCT	1,403	1,300	93%	\$664	852 87	500	0%	\$1.15	
	NOV	1,403	1.300	93%	\$664	852 834	1,000	2%	\$30.77	
	DEC	1,403	1,300	93%	\$664	852 \$34	4,000	2%	\$10.77	
	TO	15,433	14,550	94%	\$8,040	930 \$6,137	,799	76%	\$421.5	
				Incline Mar						
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	Annual Projected w	ith	15.43	14,550	Beuences) 94%	\$5,040,930	\$6,132,799	767	5421.5	
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	Year End Projection		15,437	10,147	3.597%	\$8,040,930	47,648,934.5	95.127	4	
	Fort	-							Ratian	



U.S. Department of Housing and Urban Development

#### Projection Worksheet Report (this purely optional to assist with any "what if" scenarios and analysis)

The middle section of the report will allow the Executive Director, Manager, or CFO to input proposed changes in specific areas and see how those changes would affect their ability to maximize their voucher leasing process and improve their performance.

Bottom section of the form displays the results of the various values input by the PHA above.

Completed report can be printed out for further analysis.

Voucher UNL/NUP Income/Expense		sing A	uth o rit	of America		MONTH	: August	YEAR: 2010	VERSION: 9
	es Expense/Comments	Lines.	nd er Nuter	PHIA Indo	Submussion	n Executive	Gummary		
			Execu	utive Summary -	Public Housin	ng Authority			
			Projectio	on Worksheet - Pa	olic Housing Au	thority Overview			
		UMA	UNL	Leasing %	ABA	нар	BA Utilization	PUC	
	JAIN	1,403	1,114	79%	\$696,205	\$649,163	93%	\$582.73	
	FEB	1,403	1,125	80%	\$696,205	\$652,676	94%	\$580.16	
1	MAR	1,403	1,129	80%	\$664,852	\$663,760	100%	\$587.92	
	APR	1,403	1,153	82%	\$664,852	\$672,757	101%	\$583.48	
	MAXY	1,403	1,159	83%	\$664,852	\$575,506	102%	\$583.7	
	3011	1,403	1,174	84%	\$664,852	\$692,249	104%	\$589.65	
	3.6.	1,403	1,202	85%	\$664,852	\$716,609	108%	\$596.18	
	AUG	1,403	1,181	84%	\$554,852	\$713,727	107%	\$604.34	
	SEP	0	1,413	0%	\$664,852	\$665,852	100%	\$471.23	
	OCT	1,403	1,300	93%	\$664,852	\$1,500	0%	\$1.15	
	NOV	1,403	1,300	93%	\$664,852	\$14,000	2%	\$30.77	
	DEC	1,403	1,300	93%	\$664,852	\$14,000	2%	\$10.77	
	YTD	15,433	14,550	94%	\$8,040,930	\$6,132,799	76%	\$421.5	
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	Plus UMLs & HAP fr	om not		3,597		\$3.	421.65		2
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