Appendix C. Voucher and Transaction Counts

*PHAs will be asked to provide the following counts for the RMS data collection period at the end of data collection.*

Voucher Counts

| **Voucher Type** | **Vouchers Under Lease** | **Vouchers Under Lease by Household Type** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Non-Disabled Small Family (1-5 members)** | **Non-Disabled Large Family (6+ members)** | **Non-Elderly Disabled** | **Elderly** | **Homeless (at Admission)** | **Not Able to Specify** |
| Regular Tenant-Based HCV Program |  |  |  |  |  |  |  |
| Project-Based Vouchers |  |  |  |  |  |  |  |
| Homeownership Vouchers |  |  |  |  |  |  |  |
| HUD-VASH |  |  |  |  |  |  |  |
| Family Unification Program |  |  |  |  |  |  |  |
| 5-yr Mainstream vouchers |  |  |  |  |  |  |  |
| Non-Elderly Disabled Vouchers |  |  |  |  |  |  |  |
| Tenant Protection Vouchers |  |  |  |  |  |  |  |
| Disaster Voucher Program |  |  |  |  |  |  |  |
| Other Voucher Type |  |  |  |  |  |  |  |

Transaction Count Worksheet

Please provide the following transactions counts for the period covered by the RMS data collection: [*DATE RANGE*]. If you are not able to provide the numbers for the exact date range, please specify the dates that you are providing the data for. Enter “N/A” if a given count is not applicable.

***NOTE: you do not need to fill in the shaded boxes.***

| **Activity** | **Total Count** | **Date Range (if not RMS period)** | **Count by Voucher Type** | | | **Count by Household Type** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Regular Vouchers** | **Project Based Vouchers** | **Other Vouchers** | **Non-Disabled Small Family** | **Non-Disabled Large Family** | **Non-Elderly Disabled** | **Elderly** | **Homeless** | **Not Able to Specify** |
| 1. Number of applications accepted and processed from waiting list |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of new admissions interviews conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of applicants for which eligibility determination is conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of applicants determined to be ineligible |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of new admissions individual briefings conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of new admissions group briefings conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of vouchers issued |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of RFTAs processed (all movers - new and transfers) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of new admissions extension requests processed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of new unit inspections conducted (including re-inspections) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of rent reasonableness tests conducted (all movers – new and transfers) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of HAP contracts executed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of informal reviews requested |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of informal reviews conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of community meetings held |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of incoming ports processed (all activities from incoming request through initial billing/absorption) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of outgoing ports processed (all activities from request through initial billing) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of annual recertification packages mailed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of annual recertification interviews conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of annual recertifications completed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of move requests processed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of reasonable accommodation requests received and processed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of terminations of assistance |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of informal hearing requested |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of informal hearings conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of interim recertification requests |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of interim recertifications completed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of landlord meetings/ workshops |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of annual inspections conducted including re-inspections |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of complaint inspections conducted including re-inspections |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of emergency inspections conducted including re-inspections |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of quality control inspections conducted including re-inspections |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of abatements placed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of FSS households enrolled |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of FSS households exited (successful or terminations) |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of HCV homeownership households enrolled |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of HCV homeownership closings |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of quality control file reviews conducted |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of repayment agreements executed |  |  |  |  |  |  |  |  |  |  |  |
| 1. Number of cases of recapture of overpaid HAP |  |  |  |  |  |  |  |  |  |  |  |