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											
2. Number of new admissions interviews conducted											
3. Number of applicants for which eligibility determination is conducted											
4. Number of applicants determined to be ineligible											
5. Number of new admissions individual briefings conducted											

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	
6. Number of new admissions group briefings conducted												
7. Number of vouchers issued												
8. Number of RFTAs processed (all movers - new and transfers)												
9. Number of new admissions extension requests processed												
10. Number of new unit inspections conducted (including re-inspections)												
11. Number of rent reasonableness tests conducted (all movers – new and transfers)												
12. Number of HAP contracts executed												
13. Number of informal reviews requested												

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
14. Number of informal reviews conducted											
15. Number of community meetings held											
16. Number of incoming ports processed (all activities from incoming request through initial billing/absorption)											
17. Number of outgoing ports processed (all activities from request through initial billing)											
18. Number of annual recertification packages mailed											
19. Number of annual recertification interviews conducted											
20. Number of annual recertifications completed											
21. Number of move requests processed											

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
22. Number of reasonable accommodation requests received and processed											
23. Number of terminations of assistance											
24. Number of informal hearing requested											
25. Number of informal hearings conducted											
26. Number of interim recertification requests											
27. Number of interim recertifications completed											
28. Number of landlord meetings/ workshops											
29. Number of annual inspections conducted including re-inspections											

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
30. Number of complaint inspections conducted including re-inspections											
31. Number of emergency inspections conducted including re-inspections											
32. Number of quality control inspections conducted including re-inspections											
33. Number of abatements placed											
34. Number of FSS households enrolled											
35. Number of FSS households exited (successful or terminations)											
36. Number of HCV homeownership households enrolled											

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
37. Number of HCV homeownership closings											
38. Number of quality control file reviews conducted											
39. Number of repayment agreements executed											
40. Number of cases of recapture of overpaid HAP											