

Voucher Management System



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

Voucher Management System

U. S. Department of Housing and Urban Development



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.

Voucher Management System



U. S. Department of Housing and Urban Development

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.

Voucher Management System

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.

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

Manage PHA Data
Manage PHA Data Tab

Generate Reports

Exit VMS

Resources
PHAs
Printable Form 52618
Instructions
Quick References

Tools
Link Site
Webcasts
Mailings Lists
Contact us
Help

USA.gov
U.S. GOVERNMENT
THE WHITE HOUSE

Voucher Management System March 22, 2013

Manage PHA Data

Monthly Voucher Data Validation and Save 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 MONTH: August YEAR: 2010 VERSION: 9

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

Voucher UML 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								
1 Year Mainstream								
Homeownership								
New This Month								
Moving To Work								
Family Unification								
2008 and 2009 Family Unification								
2008 and 2009 Non-Elderly Disabled								
Portable Vouchers Paid	20	20	14	16	16,734	15,796	11,480	13,028
HOPE VI								
Tenant Protection	8	8	9	9	2,997	2,997	3,370	3,254
Enhanced Vouchers		8	9	9				
Veteran's Affair Supported Housing (VASH) Voucher								
DHAP to HCV Vouchers Leased								
All Other Vouchers	1,153	1,174	1,114	1,125	684,036	693,414	644,827	652,993
FSS Escrow Deposits					1,405	1,405	1,153	1,279
All Voucher HAP Expenses After the First of Month					8,555	2,997	2,998	4,261
Total Vouchers	1,181	1,202	1,137	1,150	713,227	716,609	663,781	674,817
Other Voucher Reporting Requirements								
Number of Vouchers Under Lease (HAP Contract) on the last day of the Month	1,189	1,209	1,142	1,157				
Temporary Housing Units to HCV Conversion - Leasing								
HA Owned Units Leased - included in the units leased above								
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	49,326	51,248	55,024	52,961
Number of Vouchers Covered by Project-Based AHAPs and HAPs								
5 Year Mainstream								

Validate Save Reset Cancel Print

U.S. Department of Housing and Urban Development (HUD)
433 The Street, N.W., Washington, DC 20512
Telephone: (202) 708-1112 TTY: (202) 708-3488

Voucher Management System



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.

The screenshot displays the Voucher Management System interface. At the top, there is a note: "Note: Please, provide Comment if 'Other' selected". Below this, several data entry fields are visible, including "All Other Vouchers", "FSS Escrow Deposits", "All Voucher HAP Expenses After the First of Month", and "Total Vouchers". Each field has a numerical input and a dropdown menu. A red error message is displayed: "Error H4000: Voucher utilization is not within the standard range. PHU should review the UML entered for each category to ensure accuracy." Below the error message, a dropdown menu is open, showing options: "Select Reason", "H4000 - New Units", "H4000 - Transfer", "H4000 - Leasing Decreased", "H4000 - Leasing Increased", "H4000 - Revised Payment Standards", "H4000 - RA is using MHA or HHA", "H4000 - Assisted Portables", "H4000 - Other". The "Other" option is selected. Another red error message is visible: "Error H4000: Voucher utilization is not within the standard range. PHU should review the HAP costs entered for each category to ensure accuracy." Below the error messages, there is a section titled "Other Voucher Reporting Requirements" with a red background. It contains several data entry fields: "Number of Vouchers Under Lease (HAP Contract) on the last day of the Month", "Temporary Housing Units to HCV Conversion - Leasing", "RA Donated Units Leased - included in the units leased above", and "New vouchers issued but not under HAP contracts as of the last day of the month".

Voucher Management System



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.

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

Voucher Management System
Manage PHA Data
Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

DI 0002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

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

Other Income and Expenses

Memorandum Reporting

Fraud Recovery Total Collected This Month	\$ 2,954
Interest or other income earned this month from the investment of HAP funds and Net Restricted Assets	\$ 579
FSS Escrow Forfeitures This Month	\$
Number of Hard to House Families Leased	
Number of LBP Initial Clearance Tests	
Portable HAP Costs Billed and Unpaid - 90 Days or older	\$ 4,174
Number of LBP Risk Assessments	

Administrative Expenses

FSS Coordinator Expenses Covered by FSS Grant	\$
FSS Coordinator Expenses Not Covered by FSS Grant	\$
Administrative Expenses	\$ 89,084
New Central Office Cost Center Expenses allocated to Housing Choice Voucher Program	\$
Audit	\$

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
Cash/Investment as of the Last Day of the Month - Voucher Program Only	\$ 2,453,033

Validate Save Reset Cancel Print

U.S. Department of Housing and Urban Development (HUD)
401 1st Street S.W., Washington, DC 20410
Telephone: (202) 755-1111 TTY: (202) 755-3495

Voucher Management System



U. S. Department of Housing and Urban Development

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.

The screenshot displays the 'Voucher Management System' interface for 'Manage PHA Data'. The page title is 'Monthly Voucher Data Validation and Save Page'. The user is logged in as 'D1002' for the 'Downhome Housing Authority of America' in 'Month: August' and 'Year: 2010'. The version is '9'. The interface is divided into four main sections:

- Top Section:** 'Disaster UML and HAP' tab selected. It shows data entry for 'Disaster Voucher Program (DVP)' and 'Disaster Housing Assistance Program (DHAP - Katrina/Rita)'. Fields include 'DVP Families Assisted', 'New This Month', 'DVP Homeless Families Assisted', and 'New This month' for both programs, with input boxes and currency symbols.
- Top Middle Section:** 'Disaster Housing Assistance Program (DHAP - Ike/Gustav)'. Fields include 'DHAP - Ike Families Assisted', 'New This Month', 'Security Deposits Paid', 'Utility Deposits Paid', 'Security Deposits Returned', and 'Utility Deposits Returned'.
- Bottom Section:** 'Disaster Relief - Non RDHAP'. Field includes 'Disaster Portable Units Administered'.
- Bottom:** 'Validate', 'Save', 'Reset', 'Cancel', 'Print' buttons.

The left sidebar contains navigation options: 'Secure Systems', 'Manage PHA Data', 'Generate Reports', 'Exit VMS', 'Resources', and 'Tools'. The footer includes the U.S. Department of Housing and Urban Development logo and contact information.

Voucher Management System



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.

The screenshot displays the 'Voucher Management System' interface for 'Manage PHA Data'. The page title is 'Monthly Voucher Data Validation and Save Page'. The user is logged in as 'DGG02' for the 'Downhome Housing Authority of America' in 'Month: August' and 'Year: 2010'. The version is '9'. The interface includes a navigation menu on the left with options like 'Secure Systems', 'Manage PHA Data', 'Generate Reports', 'Exit VMS', 'Resources', and 'Tools'. The main content area shows a table for 'Disaster UML and HAP' data entry. The table has columns for 'Disaster Voucher Program (DVP)', 'UML', and 'HAP'. The rows include 'DVP Families Assisted', 'New This Month', 'DVP Homeless Families Assisted', 'New This Month', 'Disaster Housing Assistance Program (DHAP- Katrina/RIE)', 'DHAP Families Assisted', 'New this month', 'Disaster Housing Assistance Program (DHAP- Ike/Gustav)', 'DHAP-IKE Families Assisted', 'New This Month', 'Security Deposits Paid', 'Utility Deposits Paid', 'Security Deposits Returned', 'Utility Deposits Returned', and 'Disaster Relief - Non KDHAP', 'Disaster Portable Units Administered'. Each row has input fields for UML and HAP values and a search icon. At the bottom, there are buttons for 'Validate', 'Save', 'Reset', 'Cancel', and 'Print'. The footer contains the U.S. Department of Housing and Urban Development logo and contact information.

Voucher Management System



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

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

Voucher Management System March 21, 2011

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

00002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

Voucher LMI/PHAP Income/Expenses Expense/Comments Disaster LMI/PHAP PHA Info Submission 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 Farrell
Point of Contact Phone	(610) 439-8678
Ext.:	0
Point of Contact E-mail Address	dfarrell@allentownhousing.org
Name of Authorized HA Official	Daniel Farrell
Official Housing Authority E-mail Address	dfarrell@allentownhousing.org

Program Area Point of Contact - FMC

FMC Financial Analyst	MOISES MONTALVO
E-mail Address	User01_PPH-VMS@huddery.gov
FA Phone Number	(305) 536-7212
Ext.	

Program Area Point of Contact - Field Office

Field Office Code	3APH
Field Office Name	PHILADELPHIA HUB OFFICE
Field Office Point of Contact	John Testor
New FO POC E-mail Address	User02_PPH-VMS@huddery.gov
FO POC Phone Number	(202) 123-4567
Ext.	1234

BEAC Technical Assistance Center

Technical Assistance Center	1-888-245-4880
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Validate Save Reset Cancel Print

U.S. Department of Housing and Urban Development (HUD)
451 7th Street S.W., Washington, DC 20420
Telephone: (202) 708-5123 TDD: (202) 708-1439

Voucher Management System



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 pre-defined FMC and FO Tables.

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

Voucher Management System March 21, 2011

Manage PHA Data

Monthly Voucher Data Validation and Save Page

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

00002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

Voucher LMI/PHAP Income/Expenses Expense/Comments Disaster LMI/PHAP PHA Info Submission 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 Farrell
Point of Contact Phone	(610) 439-8678
Ext.:	0
Point of Contact E-mail Address	d Farrell@allentownhousing
Name of Authorized HA Official	Daniel Farrell
Official Housing Authority E-mail Address	d Farrell@allentownhousing.org

Program Area Point of Contact - FMC

FMC Financial Analyst	MOISES MONTALVO
E-mail Address	User01_PHT-VMS@huddev.gov
FA Phone Number	(305) 536-7212
Ext.	

Program Area Point of Contact - Field Office

Field Office Code	3APH
Field Office Name	PHILADELPHIA HUB OFFICE
Field Office Point of Contact	John Testor
New FO POC E-mail Address	User02_PHT-VMS@huddev.gov
FO POC Phone Number	(202) 123-4567
Ext.	1234

REAC Technical Assistance Center

Technical Assistance Center	1-888-245-4850
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Validate Save Reset Cancel Print

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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.

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

Voucher Management System
Manage PHA Data

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

030002 Downhome Housing Authority of America MONTH: Agent YEAR: 2010 VERSION: 9

Voucher LMS_ASP Income/Expense Expense/Comments Disaster LMS_ASP 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
Voucher LMS, and HAP	Moving To Work	HE002 - Other_Testing	M00300 - FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300 - FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Veteran's Affair Supported Housing (VASH) Voucher	HE007 - Other_Testing	M00300 - FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300 - FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Total Vouchers	HE009 - Other_Testing	IT - vms	03/18/2011 11:37:50	IT - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	5 Year Mainstream	HE011 - Other_Testing	IT - vms	03/18/2011 11:37:50	IT - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Moving To Work HAP	HE012 - Other_Testing	IT - vms	03/18/2011 11:37:50	IT - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Family Unification HAP	HE015 - Other_Testing	IT - vms	03/18/2011 11:37:50	IT - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Veteran's Affair Supported Housing	HE019 - Other_Testing	M00300 - FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300 - FIRST - M00300 LAST - vms	03/18/2011 11:37:50

Submission History

Account ID	Status Code	Status Description	Last Updated By	Updated User Name	Updated Date/Time
25159	AHE	Hard Edit Approved	HVMS11	SYSTEM	03/18/2011 12:16:09
25159	PHE	Pending Hard Edit	M00300	SYSTEM	03/18/2011 11:37:50
25159	DRA	Saved	M00300	SYSTEM	03/18/2011 11:24:34

NOTE: To generate a printer friendly version of an individual submission status report, click on the "Updated Data/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 Data/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

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451 7th Street S.W., Washington, DC 20410
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Voucher Management System



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.

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

Voucher Management System
Manage PHA Data

Please enter data for the following month. Voucher Expense Data is validated when it is saved to the database.

030002 | U.S. Department of Housing and Urban Development | MONTH: August | YEAR: 2010 | VERSION: 9

Voucher LMS_APP | Income/Expense | Expense/Comments | Disaster LMS_APP | 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
Voucher LMS, and HAP	Moving To Work	HE002 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Veteran's Affair Supported Housing (VASH) Voucher	HE007 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Total Vouchers	HE009 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	5 Year Mainstream	HE011 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Moving To Work HAP	HE012 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Family Unification HAP	HE015 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50
Voucher LMS, and HAP	Veteran's Affair Supported Housing	HE019 - Other_Testing	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:24:34	M00300: FIRST - M00300 LAST - vms	03/18/2011 11:37:50

Submission History

Account ID	Status Code	Status Description	Last Updated By	Updated User Name	Updated Date/Time
25159	AHE	Hard Edit Approved	HVMS11	SYSTEM	03/18/2011 12:16:09
25159	PHE	Pending Hard Edit	M00300	SYSTEM	03/18/2011 11:37:50
25159	DRA	Saved	M00300	SYSTEM	03/18/2011 11:24:34

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 link 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

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Voucher Management System



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.

The screenshot displays the Voucher Management System (VMS) interface. The top navigation bar is red with the text "Homes & Communities U.S. Department of Housing and Urban Development" on the left and "Voucher Management System" in the center. The date "March 21, 2011" is on the right. Below the navigation bar, the "Manage PHA Data" section is active, showing "D O 002 Downhome Housing Authority of America" and "MONTH: August YEAR: 2010 VERSION: 9". A row of tabs includes "Voucher (LMS APP)", "Income/Expenses", "Expenses/Comments", "Disaster (LMS APP)", "PHA Info", "Submission", and "Executive Summary", with the last one selected. The "Executive Summary" section has a "Select Report Type" dropdown menu. Below it are four radio button options: "Allocations and Balances", "Recap Worksheet", "Utilization Graphs", and "Projection Worksheet". Two yellow buttons, "Continue" and "Return", are positioned below the options. The footer contains the USA.gov logo, the U.S. Department of Housing and Urban Development (HUD) logo, and contact information: "U.S. Department of Housing and Urban Development (HUD) 451 7th Street S.W., Washington, DC 20410 Telephone: (202) 708-1112 TTY: (202) 708-1489". A "Back to Top" link and a "Home" icon are also present.

Voucher Management System



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.

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

Voucher Management System March 21, 2011

Manage PHA Data

D 0 002 **Downhome Housing Authority of America** **NORTH; August** **YEAR: 2010** **VERSION: 9**

Voucher 186-1400 Income/Expenses Expense/Comments Dealer 186-1400 PHA Info Submission ExecutiveSummary

Executive Summary - Public Housing Authority Allocation and Balances

NRA Calculation

NRA Beginning Balance from Prior Year End Balance	\$	
Budget Authority from HUDCAPS CYTD	\$	5,045,930
HAP Expense Reported in VMS CYTD	\$	2,132,799
Other Revenues Reported in VMS CYTD	\$	54,023
End of Current Month Net Restricted Assets (NRA)		1,967,154

PHA Reported

PHA Estimate of Net Restricted Assets (NRA)	\$	
PHA Estimate of Cash on Hand (COH)	\$	

Utilization

	Amount	Percentage
Utilization Units (UML / UMA)	0.04	04.20
Utilization HAP (HAP / ABA)	0.76	76.27
Utilization All Funds = HAP expended CYTD/ABA + (Budgeted NRA - 1 Month prorated NRA cushion)	0.76	

Utilization Units Graph

Utilization HAP Graph

Print **Return**

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Voucher Management System



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

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

Voucher Management System March 21, 2011

Manage PHA Data

D 0 002 **Downhome Housing Authority of America** MONTH: August YEAR: 2010 VERSION: 9

Voucher (186,440P) Income/Expenses Expense/Comments Dealer (186,440P) PHA Info Submission Executive Summary

Executive Summary - Public Housing Authority Allocation and Balances

RAD Calculation

NRA Beginning Balance from Prior Year End Balance	\$	
Budget Authority from HUDCAPS CYTD	\$	5,045,930
HAP Expense Reported in VMS CYTD	\$	5,132,799
Other Revenues Reported in VMS CYTD	\$	54,023
End of Current Month Net Restricted Assets (NRA)		1,967,154

PHA Reported

PHA Estimate of Net Restricted Assets (NRA)	\$	
PHA Estimate of Cash on Hand (COH)	\$	

Utilization

	Amount	Percentage
Utilization Units (UML / UMA)	534	54.25
Utilization HAP (HAP / ABA)	576	76.27
Utilization All Funds = HAP expended CYTD/ABA + (Budgeted NRA - 1 Month prorated NRA cushion)	576	

Utilization Units Graph

Utilization HAP Graph

Free Return

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Telephone: (202) 708-1112 TTY: (202) 708-1485

Voucher Management System



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

The screenshot displays the 'Voucher Management System' interface. The main content area is titled 'Manage PHA Data' and shows 'D G 002 Downhome Housing Authority of America' for 'MONTH: August' and 'YEAR: 2010'. The 'VERSION: 9' is also indicated. Below this, there are tabs for 'Voucher (000,000)', 'Income/Expenses', 'Expenses/Comments', 'Disaster (000,000)', 'PHA Info', 'Submission', and 'Executive Summary'. The 'Executive Summary - Public Housing Authority' section shows 'HUD Calculation' and a table for 'HUDCAPS Funding'.

	Payments Disbursed	Payments Scheduled
January	\$696,205	
February	\$696,205	
March		\$664,852
April		\$664,852
May		\$664,852
June		\$664,852
July		\$664,852
August		\$664,852
September		\$664,852
October		\$664,852
November		\$664,852
December		\$664,852
CY Total	1,392,410	\$6,132,799
		CY Funding \$8,040,930

At the bottom of the table, there are 'Print' and 'Return' buttons. The footer of the page includes the U.S. Department of Housing and Urban Development (HUD) logo, address (451 7th Street S.W., Washington, DC 20412), telephone numbers (202) 708-5112 and (202) 708-1485, and a 'Home' button.

Voucher Management System



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.

Homes & Communities
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Manage PHA Data

DIG002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

Voucher 100-1002 Income/Expense Expense/Comments Quarter 100-1002 PHA Info Submission Executive Summary

Executive Summary - Public Housing Authority Recap

Executive Summary - Public Housing Authority Recap

March 21, 2011

NRA Balance as of 1/1/2009: ***	\$249,765	
ABA Disbursed YTD:	\$1,308,500	
HAP Expenditures YTD:	\$1,295,237	
Remaining NRA YTD:	\$263,028	
		Including NRA Offset
CY Eligibility:	\$3,925,496	
Remaining CY Eligibility:	\$2,630,259	\$2,880,024
CY Months Remaining:	8	8
Monthly CY Eligibility Remaining:	\$328,782	\$360,003
Unit Months Available CY:	11,700	
Unit Months Leased CY:	3,698	
Unit Months Remaining CY:	8,002	
Monthly Units Months Available Remaining CY:	1,000	
Unit Months Funding Would Support:	7,510	8,223
Monthly Units Funding Would Support:	939	1,028
Minimum of Available or Supportable:	7,510	8,002
Minimum of Available or Supportable Monthly:	939 *	1,000

* Represents units supportable by ABA only - no use of NRA, and within UMA limit

** Represents units supportable by ALL funds including expenditure of all NRA and all ABA, and also within UMA limit

*** (NRA @ 1/1/09 is after offset deducted)

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Voucher Management System

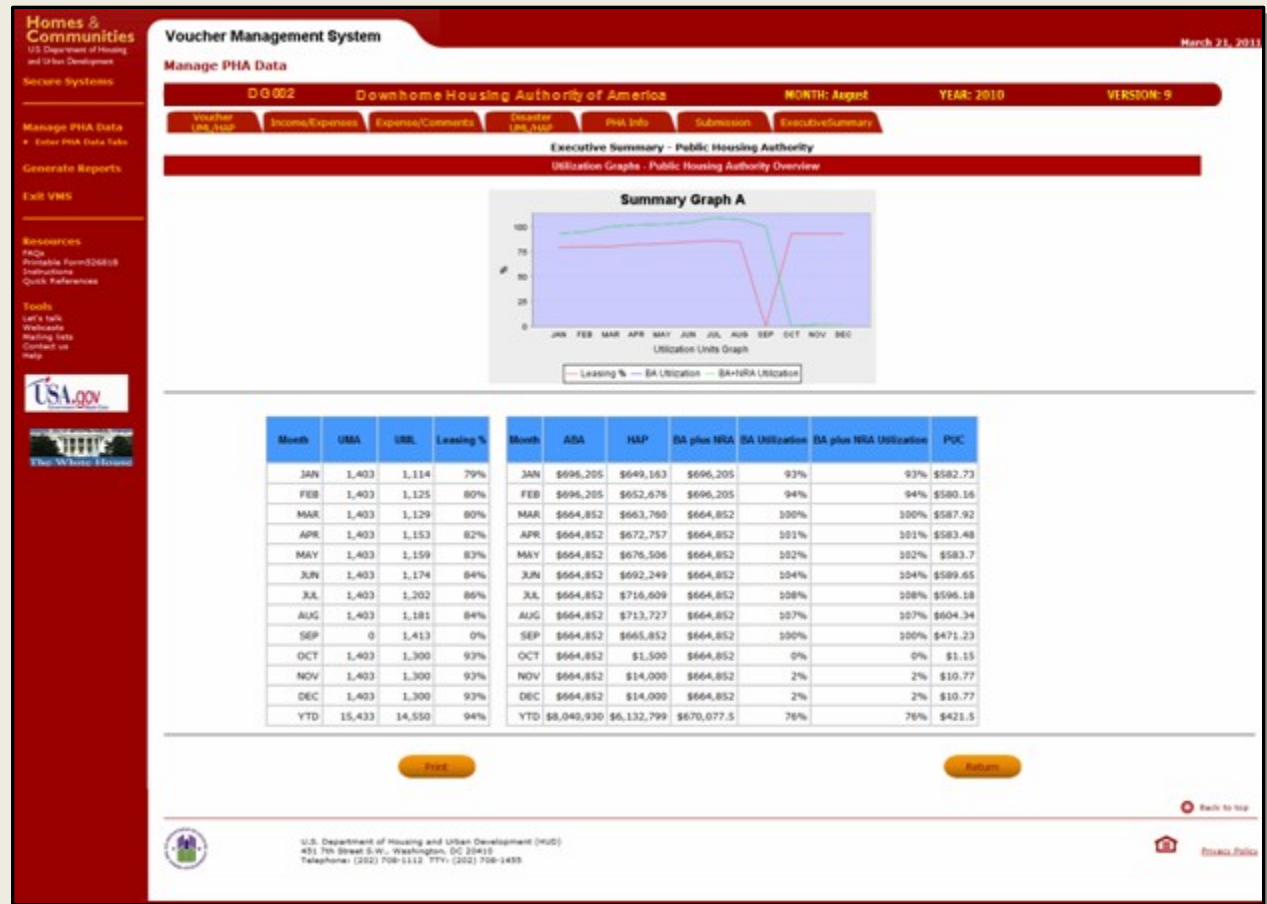


U. S. Department of Housing and Urban Development

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 Management System



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

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March 21, 2011

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Manage PHA Data

D 0002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

Voucher LMB AHP Income/Expense Expense/Comments Quarter LMB AHP PHA Info Submission Executive Summary

Executive Summary - Public Housing Authority
Utilization Graphs - Public Housing Authority Overview

Month	UBA	UBI	Leading %	Month	ABA	HAP	BA plus IRA	BA Utilization	BA plus IRA Utilization	PUC
JAN	1,403	1,114	79%	JAN	\$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	\$664,852	\$663,790	\$664,852	100%	100%	\$587.92
APR	1,403	1,153	82%	APR	\$664,852	\$672,757	\$664,852	101%	101%	\$583.48
MAY	1,403	1,159	83%	MAY	\$664,852	\$676,506	\$664,852	102%	102%	\$583.7
JUN	1,403	1,174	84%	JUN	\$664,852	\$692,249	\$664,852	104%	104%	\$589.65
JUL	1,403	1,202	86%	JUL	\$664,852	\$716,609	\$664,852	108%	108%	\$596.18
AUG	1,403	1,181	84%	AUG	\$664,852	\$713,727	\$664,852	107%	107%	\$604.34
SEP	0	1,413	0%	SEP	\$664,852	\$665,852	\$664,852	100%	100%	\$471.23
OCT	1,403	1,300	93%	OCT	\$664,852	\$1,500	\$664,852	0%	0%	\$1.15
NOV	1,403	1,300	93%	NOV	\$664,852	\$14,000	\$664,852	2%	2%	\$10.77
DEC	1,403	1,300	93%	DEC	\$664,852	\$14,000	\$664,852	2%	2%	\$10.77
YTD	15,433	14,550	94%	YTD	\$8,040,930	\$6,132,799	\$670,077.5	76%	76%	\$421.5

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Voucher Management System



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.

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

Voucher Management System
Manage PHA Data

DD002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

Executive Summary - Public Housing Authority
Projection Worksheet - Public Housing Authority Overview

	SMA	UNI	Leasing %	ABA	HAP	BA Utilization	PUC
JAN	1,403	1,114	79%	\$696,205	\$649,163	93%	\$582.73
FEB	1,403	1,125	80%	\$696,205	\$652,676	94%	\$585.16
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
MAY	1,403	1,159	83%	\$664,852	\$676,506	102%	\$583.7
JUN	1,403	1,174	84%	\$664,852	\$692,249	104%	\$589.65
JUL	1,403	1,202	86%	\$664,852	\$736,609	108%	\$596.18
AUG	1,403	1,181	84%	\$664,852	\$733,727	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%	\$35.77
DEC	1,403	1,300	93%	\$664,852	\$14,000	2%	\$35.77
YTD	15,433	14,550	94%	\$8,040,930	\$6,132,799	76%	\$421.5

Projection Variables

NRA budgeted for expenditure: 142,250
 Annual Attrition Rate: 2
 Success Rate: 4
 Average month from issued to HAP effective Date: 2
 PUC monthly percentage adjustment: 1.3
 Uncontracted Vouchers on the Street: 72

Calculate Clear Form

	SMA	UNI, w/ attrition not issued	Leasing % w/ attrition from ytd to be leased (renewals)	ABA+ Budgeted BA	HAP	Spending as % of BA + SMA	PUC	Attrition Projected
Annual Projected with attrition only	15,433	14,550	94%	\$8,040,930	\$6,132,799	76%	\$421.5	2,424.8
Plus UMIs & HAP from not yet leased issuances		3,597			\$3,421.65			
Year End Projection	15,433	18,147	3,597%	\$8,040,930	\$7,648,934.5	95.12%		

Print Return

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Voucher Management System



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.

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

Voucher Management System March 23, 2011

Manage PHA Data

DD002 Downhome Housing Authority of America MONTH: August YEAR: 2010 VERSION: 9

Executive Summary - Public Housing Authority
Projection Worksheet - Public Housing Authority Overview

	SMA	UNI	Leasing %	ABA	HAP	BA Utilization	PUC
JAN	1,403	1,114	79%	\$696,205	\$649,163	93%	\$582.73
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DEC	1,403	1,300	93%	\$664,852	\$14,000	2%	\$35.77
YTD	15,433	14,550	94%	\$8,040,930	\$6,132,799	76%	\$421.5

Projection Variables

NRA budgeted for expenditure: 142,250

Annual Attrition Rate: 2

Success Rate: 4

Average month from issued to HAP effective Date: 2

PUC monthly percentage adjustment: 1.3

Uncontracted Vouchers on the Street: 7.2

Buttons: Calculate, Clear Form

	SMA	UNI	Leasing %	ABA+ Budgeted BA	HAP	Spending as % of BA + SMA	PUC	Attrition Projected
Annual Projected with attrition only	15,433	14,550	94%	\$8,040,930	\$6,132,799	76%	\$421.5	2,424.5
Plus UMIs & HAP from not yet leased issuances		3,597			\$3,421.65			
Year End Projection	15,433	18,147	3.597%	\$8,040,930	\$7,648,934.5	95.12%		

Buttons: Print, Return

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