


Vouchering

2.0.2.C Changes
Certification Issues
Understanding Reconciliation Reports

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

NTHDC State Conference
Tampa, FL
September 29, 2009



Session Instructors

Andrew Griffin, Central Contract Specialist
Jonathan Rushnak, Central Contract Specialist


Contact Information:
CGI Federal/NTHDC
4300 West Cypress St., Suite 970
Tampa, FL 33607
Phone: (813) 873-8200
Email: andrew.griffin@cgifederal.com
jonathan.rushnak@cgifederal.com

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



2.0.2.C Changes

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



Appendix H Guidelines

•Appendix H is a supplement to the 2.0.2.C MAT User Guide. It sets the timeline for processing certifications.

Certification Effective	This chart shows the first month that a given cert may appear on a voucher			
	RAP / Rent Sup		Other Subsidies	
	Aug First	Aug 2-31	Aug First	Aug 2-31
First Possible Voucher Month				
AR	Aug	NA	Aug	NA
IR	Aug	Sep	Aug	Oct
IC	Aug	Sep	Aug	Oct
MI	Aug	Sep	Sep	Oct
MO	Sep	Sep	Sep	Oct
TM	Sep	Sep	Sep	Oct
GR	Aug	Sep	Sep	Oct
UT	Aug	Sep	Sep	Oct

NTHDC

Appendix H Guidelines

AR, IR, IC

•Under the new guidelines, these cert types will be processed in the month they take effect. **ONLY IF** they are effective on the 1st of the month:

NTHDC

Appendix H Guidelines

AR, IR, IC


Certification Effective	This chart shows the first month that a given cert may appear on a voucher			
	RAP / Rent Sup		Other Subsidies	
	Aug First	Aug 2-31	Aug First	Aug 2-31
First Possible Voucher Month				
AR	Aug	NA	Aug	NA
IR	Aug	Sep	Aug	Oct
IC	Aug	Sep	Aug	Oct
MI	Aug	Sep	Sep	Oct
MO	Sep	Sep	Sep	Oct
TM	Sep	Sep	Sep	Oct
GR	Aug	Sep	Sep	Oct
UT	Aug	Sep	Sep	Oct

NTHDC

Appendix H Guidelines

MI, MO, TM, GR, UT

- Under the new guidelines, these cert types will be processed in the month AFTER they take effect. ONLY IF they are effective on the 1st of the month:



NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Appendix H Guidelines

MI, MO, TM, GR, UT

This chart shows the first month that a given cert may appear on a voucher

Certification Effective	RAP / Rent Sup		Other Subsidies	
	Aug First	Aug 2-31	Aug First	Aug 2-31
AR	Aug	NA	Aug	NA
IR	Aug	Sep	Aug	Oct
IC	Aug	Sep	Aug	Oct
MI	Aug	Sep	Sep	Oct
MO	Sep	Sep	Sep	Oct
TM	Sep	Sep	Sep	Oct
GR	Aug	Sep	Sep	Oct
UT	Aug	Sep	Sep	Oct

First Possible Voucher Month




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Appendix H Guidelines

All Certs (except AR's)

- Under the new guidelines, all cert types (except AR) will be processed two months AFTER they take effect. IF they are effective after the 1st of the month.



NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Appendix H Guidelines


All Certs (except AR's)

This chart shows the first month that a given cert may appear on a voucher

Certification Effective	RAP / Rent Sup		Other Subsidies	
	Aug First	Aug 2-31	Aug First	Aug 2-31
AR	Aug	NA	Aug	NA
IR	Aug	Sep	Aug	Oct
IC	Aug	Sep	Aug	Oct
MI	Aug	Sep	Sep	Oct
MO	Sep	Sep	Sep	Oct
TM	Sep	Sep	Sep	Oct
GR	Aug	Sep	Sep	Oct
UT	Aug	Sep	Sep	Oct

First Possible Voucher Month

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




10

Appendix H Guidelines

One Final Point:

- You may submit certifications in advance (no greater than 60 days) of their effective date.
- Appendix H only states that you may not claim subsidy on them until the proper date.

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




11

Appendix H Guidelines

- If your software is 2.0.2.C compliant (and it should be) you should not worry about taking manual action to follow Appendix H guidelines. Submit all certs like you normally would and your software will handle the rest.
- The full Appendix H can be downloaded from: <http://www.hud.gov/offices/hsg/mfh/trx/pdf/appdxh.pdf>

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




12

Unit Totals

Unit totals are validated on two levels.

1. Subsidized + Abated + Vacant + Market Units must = Total Units in Contract
On HUD-52670: $6a = 6b + 6c + 6d + 6e$
2. Number of tenants paying 1BR rent must match total 1BR units on Exhibit A
(2/3/4 BR etc.)




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Unit Totals

1. Subsidized + Abated + Vacant + Market Units must = Total Units in Contract
On HUD-52670: $6a = 6b + 6c + 6d + 6e$

Part II - Occupancy & Income Eligibility Information	
6. General Occupancy Information (contract specific)	
a. Total Units in contract	64
b. Number of Units receiving subsidy under this contract	61
c. Number of units abated under this contract	0
d. Number of Units vacant under this contract	3
e. Number occupied by Market Rent Tenants	0

Note: 6a must equal 6b + 6c + 6d + 6e




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Unit Totals

2. Number of tenants paying 1BR rent must match total 1BR units on Exhibit A
(2/3/4 BR etc.)

Exhibit A

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
12	1 BR	\$577	\$81	\$658
24	2 BR	\$633	\$93	\$726
24	3 BR	\$675	\$121	\$796
4	4 BR	\$701	\$137	\$838




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Name Validation

•Head of Household names and Social Security Numbers must match previous certs. Names are not case sensitive, but the characters must match.

Smith	=	SMITH
Sanchez, Jr.	≠	Sanchez Jr
Jones-Drew	≠	Jones Drew

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




16

MAT User Guide

•Any and all questions you have about 2.0.2.C guidelines can be answered by the HUD MAT User Guide. If you are a vouchersing specialist, this is a MUST READ.

•Please take time to download the guide or browse chapters at the link below.
<http://www.hud.gov/offices/hsg/mfh/trx/trxmatg.cfm>


NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



17

Vouchering and Certification Issues

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




18

Head of Household Changes

- A Head of Household change must be done on a full cert: AR or IR
- HoH changes do not need to be done for information changing on non-head family members

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




19

Head of Household Changes

•To perform a successful Head of Household change, all 6 ‘Previous HoH’ fields must be filled out on a certification.

Previous Head ID	MAT Field 4
Previous MAT 10 Effective Date	MAT Field 5
Previous Head Last Name	MAT Field 6
Previous Head First Name	MAT Field 7
Previous Head Middle Initial	MAT Field 8
Previous Head Birth Date	MAT Field 9

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




20

Head of Household Changes

•Even information that is not changing (DoB) must be filled. Middle Initial is the only field that can be left blank - if the tenant does not have one.

Previous Head ID	MAT Field 4
Previous MAT 10 Effective Date	MAT Field 5
Previous Head Last Name	MAT Field 6
Previous Head First Name	MAT Field 7
Previous Head Middle Initial	MAT Field 8
Previous Head Birth Date	MAT Field 9

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION




21

Tenant Repayment Agreements

- Always verify a tenant's income and information using the EIV system.
- When it is discovered that a tenant misreported income, a Repayment Agreement is an easy way to handle the discrepancy in subsidy.
- When you make the first repayment, submit a copy of the signed agreement to NTHDC accompanying your monthly voucher.

22



NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Tenant Repayment Agreements

Three easy steps to repayment on vouchers:

1. Make corrections to past certifications and submit to NTHDC – this will create a large negative adjustment
2. Make a positive adjustment under 'Miscellaneous Adjustments' to offset the loss
3. Make small negative adjustments in the amount of repayment each month

NOTE: According to HUD 4350.1, a property may keep 20% of each repayment as a processing fee.


23



NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Understanding Reconciliation Reports

24



NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Tenant Repayment Agreements

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Example: It is discovered that John Doe has collected \$1000 too much since 2008.

1. Correct tenant income on certs since 1/1/08 and submit – this results in **(\$1000)** in the 'Adjustments' section of our HAP
2. Make a positive adjustment for \$1000 in the 'Miscellaneous Adjustments' section
3. Make **(\$40)** miscellaneous adj. each month until repaid
Tenant agrees to pay \$50; subtract \$10 (20%) for processing fee



25

Vouchering Timeline

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

- ✓ Submit MAT 30 – electronic & hardcopy to NTHDC by **10th of the month**
- ✓ Receive Draft Reconciliation Report **within 3 days** of complete submission
- ✓ Forward missing certs and corrections to NTHDC **within 3 days** of Draft receipt
- ✓ Receive Final Reconciliation Report once voucher data is deemed complete



26

Report Summaries

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Voucher Reconciliation Report			
Customer #	Property Name	Property Status	Voucher Month
TRACS Capitalize %	250%	at #1039	July 2009
Prepared By:	Andrew Griffin	#192009	Status: Final Reconciliation Ready

VOUCHER SUMMARY			VOUCHER BALANCE SUMMARY		
CA Amount	Site Amount	Variance			Amount
Total Regular Payment	\$85,421	\$86,151	\$700	Total Plan Month Over/Under Balance	\$0,000
Total Adjustment Payment	\$1,299	\$0	(\$1,299)	Total Current Month Voucher Payments	\$2,344
Total Manual Adjusted Payment	\$0	\$0	\$0	Total Current Month CA Accounting Adjustment	\$3,980
Total Special Claims Payment	\$0	\$0	\$0	Total Current Month Prepaid Reservations	\$20,000
Total Voucher Payment	\$86,714	\$84,470	(\$2,244)	Over/Under Discrepancy Amount	\$1,304

VOUCHER SUMMARY			
	CA Amount	Site Amount	Variance
Total Regular Payment:	\$ 85,421	\$ 86,151	\$ 730
Total Adjustment Payment:	\$ 1,299	\$(1,681)	\$(2,974)
Total Manual Adjusted Payment:	\$ 0	\$ 0	\$ 0
Total Special Claims Payment:	\$ 0	\$ 0	\$ 0
Total Voucher Payment:	\$ 86,714	\$ 84,470	\$(2,244)

27




Report Summaries

VOUCHER SUMMARY

	CA Amount	Site Amount	Variance
Total Regular Payment:	\$ 85,421	\$ 86,151	\$ 730
Total Adjustment Payment:	\$ 1,293	\$(1,681)	\$(2,974)
Total Manual Adjusted Payment:	\$ 0	\$ 0	\$ 0
Total Special Claim Payment:	\$ 0	\$ 0	\$ 0
Total Voucher Payment:	\$ 86,714	\$ 84,470	\$(2,244)

•The CA (Contract Administrator) column is the amount that NTHDC approves for payment based on the certification data submitted.

•This is the amount that will be paid in a given month – **even if it does not match the Site Amount.**

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



Report Summaries

VOUCHER RECONCILIATION REPORT

VOUCHER SUMMARY				VOUCHER BALANCE SUMMARY			
CA Amount	Site Amount	Variance	Amount				
Total Regular Payment	\$ 85,421	\$ 86,151	\$ 730	Total Prior Month Outstanding Balance		\$(482)	
Total Adjustment Payment	\$ 1,293	\$(1,681)	\$(2,974)	Total Current Month Voucher Variance		\$(2,244)	
Total Manual Adjusted Payment	\$ 0	\$ 0	\$ 0	Total Current Month CA Accounting Adjustment		\$(3,990)	
Total Special Claim Payment	\$ 0	\$ 0	\$ 0	Total Current Month Payment Resolutions		\$(34,031)	
Total Voucher Payment	\$ 86,714	\$ 84,470	\$(2,244)	Outstanding Discrepancy Amount		\$ 1,264	

VOUCHER BALANCE SUMMARY

	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



Report Summaries

VOUCHER BALANCE SUMMARY

	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264

•When NTHDC's data does not match a site's data exactly, a discrepancy is created. If this discrepancy cannot be resolved in the same month it is generated, it leaves a balance on the voucher.

•The Voucher Balance Summary gives you key information on how balances are resolved.

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



Report Summaries

VOUCHER BALANCE SUMMARY

	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264

•**Total Prior Month Outstanding Balance:** This is the sum of all balances from previous months.

•**Total Current Month Voucher Variance:** This is the sum of all variances on the current voucher.

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Report Summaries


•**Total Current Month Voucher Variance** will always match the Total Variance from the Voucher Summary.

VOUCHER BALANCE SUMMARY

	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264

VOUCHER SUMMARY

	CA Amount	Site Amount	Variance
Total Regular Payment:	\$ 85,421	\$ 86,151	\$ 730
Total Adjustment Payment:	\$ 1,293	\$(1,681)	\$(2,974)
Total Manual Adjusted Payment:	\$ 0	\$ 0	\$ 0
Total Special Claim Payment:	\$ 0	\$ 0	\$ 0
Total Voucher Payment:	\$ 86,714	\$ 84,470	\$(2,244)


NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Report Summaries

•**Total Current Month CA Accounting Adjustment:**
This is the sum of all "write offs" on the current voucher. These are balances that have been resolved in concept. NTHDC writes these sums off to remove the discrepancy from the voucher.

VOUCHER BALANCE SUMMARY

	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264


NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Report Summaries

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

VOUCHER BALANCE SUMMARY	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264

•Total Current Month Payment Resolutions: This is the sum of all resolved balances. This total comes from: certs that recapture prior month balances & write offs. This number is not used in any significant calculations that the site should be concerned with.



34


Report Summaries

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

VOUCHER BALANCE SUMMARY	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264

•Outstanding Discrepancy Amount: This is the balance remaining for the current month. This is the single most important balance metric for the site.

Prior Balance + Current Balance – CA Adjustments
 $(482) + (2244) - (3990) = \1264




35

Report Summaries

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

VOUCHER BALANCE SUMMARY	Amount
Total Prior Month Outstanding Balance:	\$(482)
Total Current Month Voucher Variance:	\$(2,244)
Total Current Month CA Accounting Adjustment:	\$(3,990)
Total Current Month Payment Resolutions:	\$(34,031)
Outstanding Discrepancy Amount:	\$ 1,264


•Outstanding Discrepancy Amount: If the discrepancy amount is > 10% of the total HAP payment (in a given month), the voucher may be suspended.



36

Report Sections

- Regular Payment
- Adjustment Payments
- Manual Adjustment Payments
- Special Claim Payments
- CA Accounting Adjustment Detail
- Past Due Certifications




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

37

Regular Payments

- This is the section where regular subsidy payments are recorded.
- Only units with discrepancies between NTHDC data & site's subsidy request will show up here.
- On Draft Reports, this section will contain comments on what actions are needed to correct discrepancies.




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

38

Regular Payments

VOUCHER DETAIL

No	Head of Household	Unit	CA Amount	Site Amount	Variance	CA Comments
Regular Payments						
1	Tenant	101	\$ 0	\$ 0	\$ 0	Subsidy requested. Late Recertification. O/A please submit A/R eff 9/1/09
2	Tenant	102	\$ 0	\$ 500	\$ 500	O/A please submit cert to support \$500
3	Tenant	103	\$ 355	\$ 375	\$ 20	IR eff 9/1/09 Paid. IRM does not match previous cert. Use org. O/A please correct and resubmit
4	Tenant	104	\$ 400	\$ 0	(\$400)	O/A please submit MONTH to support \$0
5	Tenant	105	\$ 450	\$ 500	\$ 50	O/R eff 11/1/09 set sub @ \$400. O/A please submit cert to support \$ 500.
Total Regular Payment Discrepancies:			\$ 1205	\$ 1375	\$ 670	




NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

39

Adjustment Payments

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

- This is the section where adjustments to subsidy payments from prior months are recorded.
- Only units with discrepancies between NTHDC data & site's subsidy request will show up here.
- On Draft Reports, this section may contain comments on what actions are needed to correct discrepancies, but most will be resolved by correcting certs listed in the Regular Payment section.



40

Adjustment Payments


NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Regular Payments

Total Regular Payments Discrepancies:				

Adjustment Payments

1	Tenant	025	\$ 1,350	\$ 1,350	\$ 0	\$1355 in correct DC eff 01/1/09 began \$875 subsidy. \$170(01/17-4/30/09) + \$175(Cert)= \$345. NTHDC made late a/c.
2	Tenant	025	\$ 0	\$ (2,004)	\$ (2,004)	It was necessary to re-adjust ME & TH eff 12/1/08. Attempting to pay back \$2003 from ME. ME was never processed - no subsidy to repay. O/A should make correction w/ in Nov RHP.
Total Adjustment Discrepancies:			\$ 1,350	\$ (849)	\$ (2,849)	




41

Manual Adjustment Payments

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

- This is the section where miscellaneous (not generated by certs) adjustments are recorded.
- This section will not be utilized most months. It is most commonly used to refund money from tenant repayment agreements.



42

Manual Adjustment Payments

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Adjustment Payments

1						
Total Manual Adjustment Discrepancies:						

Manual Adjustment Payments

1	Total	\$200	\$200	\$ 0	Per tenant repayment agreement, \$21*80%=\$16.80	
Total Special Claim Payment:						

43



Special Claims Payments

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

- This is where approved Special Claim payments are recorded.


Manual Adjustment Payments

1						
Total Manual Adjustment Discrepancies:						

Special Claim Payments

1	FL800129900000	\$ 166	\$ 166	\$ 0	FL800129900000	
2	FL800129900000	\$ 311	\$ 311	\$ 0	FL800129900000	
3	FL800129900000	\$ 262	\$ 262	\$ 0	FL800129900000	
Total Special Claim Payment:						

44




CA Accounting Adjustment Detail

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

- This is the section where NTHDC makes internal adjustments, or “write offs”.
- When a balance is resolved in concept, NTHDC writes it off to remove the discrepancy from the voucher.

45



CA Accounting Adjustment Detail


NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

Special Claim Payments

Total Special Claim Payment:	
------------------------------	--

CA ACCOUNTING ADJUSTMENT DETAIL

No	Head of Household	Unit	Section	Amount	CA Comments
1	Tenant	2000	Adjustment	\$ 451	W/Invoice off \$451 from Aug 09. DR off 11.09 we will up \$451. See reg 6.
2	Tenant	2000	Adjustment	\$2,715	Writing off \$2715 from Aug 09. No adj necessary. Site confirmed that TM off 10/31/09 was generated in error. NTHDC does not accept cert or month adj.
Total Accounting Adjustment:				\$3,166	




46

Past Due Certifications

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION

- This section will list tenants who are due for annual recertification. A tenant will show up here the first month after their AR is due.
- If an AR is overdue by 3 months, subsidy on the unit will be suspended until the recertification is done and a corresponding cert is submitted properly.



47

Past Due Certifications

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION


Past Due Certifications by Current Voucher Month

Date: 09-08-2009

Project Name: Simple Contract Number: FL200900000

Voucher Month: Oct-09


Unit	Tenant Name	Next Revert Date	Status	Household on Hold?
50	Tenant	9/1/2009	Past Due	No
84	Tenant	9/1/2009	Past Due	No
80	Tenant	7/1/2009	Past Due	No
11	Tenant	9/1/2009	Past Due	No
106	Tenant	9/1/2009	Past Due	No
87	Tenant	8/1/2009	Past Due	No



48

Questions & Open Discussion

NORTH TAMPA HOUSING DEVELOPMENT CORPORATION



49
