

INSTRUCTIONS FOR COMPLETING PARENT PAPER VOUCHERS FORM HUD-52670

For SECTION 811 PRA PROGRAM Grantees ONLY

To ensure data entry accuracy and program consistency, please read the following tips before completing the parent voucher submission.

IMPORTANT TERMS

Executed RACs. A RAC is a Rental Assistance Contract. Grantees are required to submit executed RACs to the PRAContracts@hud.gov. Grantees should ensure that the executed contract is available in the appropriate systems (i.e. TRACS, iREMS, etc.) prior to admitting residents. If the contract is not available within the appropriate systems, please contact program staff immediately. The RAC should be executed with units that are available for immediate lease-up or have availability within the next 12 months.

Grantee/Parent. This is the state entity that submitted an application for funding under the Section 811 PRA Program NOFA and was approved by HUD and entered into the Cooperative Agreement. The parent is the entity that provides payment to the participating project owners that sign RAC contracts.

Child Voucher. The child voucher is the voucher submitted by the Owner of the project that provides units for occupancy under the Section 811 PRA Program to the grantee for HUD assistance.

Cut-Over Date. Grantees are required to insert a "cut-over" date in eLOCCS prior to submitting their first Parent voucher to HUD for funding. This cutover date only needs to be entered once by the grantee. This is entered in HUD's eLOCCS System under the S8CA button. Once entered, the cut-over date will need to be approved by HUD program staff within the system. The cutover date must be within 90 days of the first parent voucher submission transmitted by the grantee to HUD.

PROCESS FOR APPROVING SPECIAL CLAIMS ON RAC VOUCHERS FROM OWNERS

- The RAC agent/owner prepares the Special Claim and submits to the Grantee for review/approval.
- Grantee reviews the Special Claim for payment and creates a Special Claims approval number within their processing software.
- Grantee returns the Special Claim with the approved amount and the approval number to agent/owner.
- RAC Agent/owner incorporates the approved Special Claim on Part 5 of the next child voucher they submit to the grantee. The approved claim is then paid to the owner via this child voucher adjustment.

PROCESSING INCOMING CHILD VOUCHERS FROM RAC OWNERS/AGENTS

All tenants requesting PRA 811 assistance must be listed on HUD-52670-A, Schedule of Tenant Assistance Payments Due. Each of the noted certifications (HUD Form 50059s) for these dollar amounts must be transmitted from the owner software system to the Grantee software system via iMAX prior to being included on the voucher. Grantees cannot pay for certifications for which they have not received an error-free iMAX transmission of.

Initial Submission Requirements. Upon implementation of their initial Cooperative Grant, Grantees must submit a signed hard copy of the first three (3) parent voucher submissions and their accompanying approved child RAC vouchers to HUD for review and approval. Approval must be granted prior to submitting the parent voucher submission to TRACS via iMAX.

Tenant Certifications. Pursuant to the TRACS Automation Rule, all tenant certifications appearing on a child voucher must be transmitted via iMAX from the RAC owner to the grantee via TRACS Complaint software. Successful processing of an error-free certification from the RAC owner is required in order for the grantee to pay subsidy based on that certification.

When a parent voucher and the accompanying child vouchers are submitted to HUD for review (at initial implementation), the grantee must ensure and verify that each of the requested tenant certifications being approved on the Parent voucher are in TRACS under the TRACS Certification Query for the RAC Contract number. This reconciliation will be required in order for a HUD to approve the initial parent voucher submissions.

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PROCESS FOR CORRECTING A PREVIOUSLY TRANSMITTED PARENT VOUCHER SUBMISSION

When a parent voucher is first submitted to TRACS, TRACS issues the voucher a unique voucher ID displayed on the Voucher Query in TRACS. If, for some reason, a parent voucher has been rejected by HUD and corrections and/or deletions are necessary, the unique voucher ID must be included in the resubmitted file of the parent voucher sent to TRACS.

Retention. Copies of all parent vouchers must be retained by the Grantee for the term of the grant plus 3 years.

Payments. Vouchers are submitted a month in advance. Payments are disbursed to the Grantee who, in turn, disburses the approved payments to each of the RAC owners whose voucher was included in the submission.

TIPS FOR POPULATING FIELDS OF THE PARENT PAPER VOUCHER CORRECTLY

HUD-52670 Part I. Contract Information

1. Project Name. Insert name of Grantee entity that entered into the Section 811 PRA Cooperative Agreement.
2. FHA/EH/Non-Insured No. Not applicable under the Section 811 PRA program. Leave blank
3. Sec/PAC/Contract No. Input the PRA contract number as assigned to the Grantee. This number will always end in a 4-digit sequence with the FY of the grant and 01. So, a 2020 FY grant would have a PRA Contract number ending in 2001..
4. Type of Subsidy. Input "Section 811 PRA Demo", not 811 PRAC.
 1. a. Management Agent's Name. This is to be left blank on a Parent voucher.
 - b. EIN. Leave blank

HUD-52670 Part III. Breakdown of Assistance Payment Requested

Miscellaneous Accounting Requests:

10d. This will display the sum of the total approved Field Office Request (FORQs) for all of the RAC child vouchers included in the Parent voucher submission.