

**COMPLETING PARENT PAPER VOUCHERS FORM HUD-52670**  
**SECTION 811 PRA PROGRAM ONLY**

**GENERAL TIPS**

*To ensure data entry accuracy and program consistency please read the follow tips before completing the form.*

**Executed RACs.** Grantees are required to submit executed RACs to the [PRAContracts@hud.gov](mailto: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.

**Parent.** This is the 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 project Owners.

**Child.** The child is the Owner of the project that provides units for occupancy under the Section 811 PRA Program.

**Cut-Over Date.** Grantees are required to insert a “cut-over” date in eLOCCS 30 days prior to admitting residents in PRA units. The cut-over date will need to be approved by HUD program staff before inputting the date into eLOCCS. Cut-over dates will only need to be entered in the system once for each award.

**Process for Requesting Special Claims for Actual Vacancies:**

- The 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.
- Grantee returns the Special Claim with the approved amount and the approval number to agent/owner.
- Agent/owner submits Special Claim on next voucher to the Grantee with the approved amount and approval number for payment.
- Grantee submits Special Claim on next voucher to HUD.

**Vouchers.** All tenants must be listed on HUD-52670-A, Schedule of Tenant Assistance Payments Due, before submitting the form in TRACS.

**Initial Submission Requirements.** Grantees must submit a signed hard copy of the first three (3) parent and child RAC vouchers to HUD for review and approval prior to submission to TRACS.

**Tenant Certifications.** Tenant certifications must be entered into TRACS prior to voucher submission.

To assist in HUD’s review, we strongly recommend that tenant certifications are in TRACS when you submit the signed copy of the voucher for review, as sometimes the site software presents several

entries for the same tenant – making it difficult to know how that translate into actual certifications in TRACS.

*Submission of First Voucher.* When a voucher is first submitted to TRACS, the voucher ID is all 9s - this is referred to as the original voucher. Once the “original voucher” has been processed in TRACS, a unique voucher ID is assigned to the entity.

*Rejection/Deletion of a Voucher.* If a voucher has been rejected by HUD and corrections and/or deletions are necessary, the unique voucher ID must be used in resubmission of the voucher to TRACS. **Note:** Before submitting vouchers to TRACS, the Grantee must review the voucher from the Owner and reject when necessary.

*Retention.* Copies of all vouchers must be retained by the Grantee for a period of time as determined by HUD. Three years following close of the grant.

*Payments.* Vouchers are paid a month in advance. Payments will be disbursed to the “Parent.”

**TRACS Voucher Detail screen in TRACS.** In the “Units” Section, the “Units in Regular Billing” must reflect those units that have Regular Assistance Payments as shown in Number 9a in Part III of Form HUD-52670. This number does not impact the voucher process, but is needed to ensure data consistency.

## **PARENT PAPER VOUCHER:**

### **HUD–52670 Part I. Contract Information**

1. **Project Name.** Insert name of Grantee (non-Federal entity). On the parent voucher, the grantee is the entity that entered into the Section 811 PRA Cooperative Agreement. On the child voucher, the grantee is the Owner.
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 parent and child.
4. **Type of Subsidy.** Input “Section 811 PRA Demo”
5. **a. Management Agent’s Name.** This is applicable only to the child voucher.  
**b. EIN.** Leave blank

### **HUD-52670 Part II. Occupancy & Income Eligibility Information**

6. **General Occupancy Information (contract specific):**
  - a. **Total Units in Contract.** This number is the total number of units under contract for each vouchering RAC(s). Vouchering RACs are defined as projects receiving subsidy under this program. If a RAC is executed, but the project is not receiving subsidy, DO NOT include in the unit count.

- b. **Number of Units receiving subsidy under this contract.** This number is the total number of units for which subsidy is being requested.
  - c. **Number of Units abated under this contract.** Not Applicable. Leave Blank
  - d. **Number of Units vacant under this contract.** This number is the difference between 6a and 6b. This number reflects those units that are not receiving subsidy under this program and/or those units that are actually vacant.
  - e. **Number occupied by Market Rent Tenants.** Not Applicable. Leave Blank
7. **Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):**
- a. Not applicable. Leave Blank.
  - b. Not applicable. Leave Blank.
  - c. Not applicable. Leave Blank.
  - d. Not applicable. Leave Blank.
  - e. Not applicable. Leave Blank.

#### **HUD-52670 Part III. Breakdown of Assistance Payment Requested**

8. Type of Assistance; 9. Number of Units in Billing; 10. Amount Requested; 11. Amount Approved:

**8a. Regular Tenant Assistance Payments for (mo/yr.).** This is the month and year for which the assistance is being requested.

**9a.** Input the number of units currently receiving subsidy (this is the same as 6b in Part II and the same as the "Units in Regular Billing Units" in the TRACS Voucher Detail Screen).

**10a.** Not applicable to Parent Voucher. Leave Blank.

**11a.** Leave Blank.

**8b. Adjustments to Regular Tenant Assistance Payments.** If Applicable, adjustments for any units (e.g., any unpaid/overpaid amount from previous months). ***NOTE: Contact HUD for further guidance on completing this section prior to uploading voucher to TRACS.***

**9b.** Input the number of units being adjusted. ***NOTE:*** Adjusted amounts will be reflected on the RAC Voucher and included in 10d and 11d of the Parent Voucher.

**If no adjustments are necessary, leave blank.**

**10b.** Not applicable to Parent Voucher. Leave Blank

**11b.** Leave Blank

- 8c. i. Section 8 Special Claims for Unpaid Rents.** Not Applicable. Leave Blank.
- ii. Section 8 Special Claims for Tenant Damage.** Not Applicable. Leave Blank.
- iii. Section 8 special Claims for Vacancies.** As applicable, this amount is for actual vacant units, as approved by Grantee.
- iv. Section 8 Special Claims for Debt Service.** Not Applicable. Leave blank.

**8d. Miscellaneous Accounting Requests:**

**10d.** The amount from the Field Office Request (FORQ) as shown in “8a” of Form HUD-52670-A Part 4 (Misc. Accounting Requests for Schedule of Tenant Assistance Payments Due).

**11d.** The amount approved by the parent.

**8e. Repayment Agreement.** Not Applicable. Leave blank.

**8f. Total Subsidy Authorized under Instructions in Handbook 4350.3Rev. 1.** The same amounts as in “10d and 11d”.

**Housing Owner's Certification  
and Application for Housing  
Assistance Payments**

**U.S. Department of Housing  
and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0182  
(Exp. 06/30/2016)

**Part I - Contract Information**

1. Project Name:		2. FHA/EH/Non-Insured No.	3. Sec. 8/PAC/PRAC/Contract No.	<b>HUD/CA Use Only</b> Voucher Number:
4. Type of Subsidy:	5a. Management Agent's Name:			Date Received:
	5b. EIN:			Date Paid:

**Part II - Occupancy & Income Eligibility Information**

6. General Occupancy Information (contract specific):		7. Exceptions to Limitations on Admission of Low-Income Families (only for Sec. 8 contracts effective on or after 10/1/81):	
a. Total Units in contract		a. Project-based exceptions in use	
b. Number of Units receiving subsidy under this contract		b. Project-based exceptions allocated	
c. Number of units abated under this contract		c. Tenant-based exceptions in use	
d. Number of Units vacant under this contract		d. Total exceptions (line b + line c)	
e. Number occupied by Market Rent Tenants		e. Date Field Office last changed allocations for project-based exceptions (mm/dd/yy)	
Note: 6a must equal 6b + 6c + 6d + 6e			

**Part III - Breakdown of Assistance Payment Requested**

8. Type of Assistance	9. Number of Units in Billing	10. Amount Requested	<b>HUD/CA Use Only</b> 11. Amount Approved
a. Regular Tenant Assistance Payments for (mo./yr.): <input type="text"/>			
b. Adjustments to Regular Tenant Assistance Payments			
c. i. Section 8 Special Claims for Unpaid Rent			
ii. Section 8 Special Claims for Tenant Damages			
iii. Section 8 Special Claims for Vacancies			
iv. Section 8 Special Claims for Debt Service			
d. Miscellaneous Accounting Requests			7,650
e. Repayment Agreements			
f. Total Subsidy Authorized under instructions in Handbook 4350.3 Rev. 1			7,650

**Part V - Owner's Certification** I certify that: (1) Each tenant's eligibility and assistance payment was computed in accordance with HUD's regulations, administrative procedures, and the Contract, and are payable under the Contract; (2) all required inspections have been completed; (3) the units for which assistance is billed are decent, safe, sanitary, and occupied or available for occupancy; (4) no amount included on this bill has been previously billed or paid; (5) all the facts and data on which this request for payment is based are true and correct; and (6) I have not received and will not receive any payments or other consideration from the tenant or any public or private source for the unit beyond that authorized in the assistance contract or the lease, except as permitted by HUD. Upon request by the Department of Housing and Urban Development, its duly authorized representative, or the Comptroller General of the United States, I will make available for audit all books, records and documents related to tenants' eligibility for, and the amount of, assistance payments. **Warning:** HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

**Part IV - Distribution of Subsidy Earned (HUD/CA Use Only)**

12. Applied to HUD-held mortgage	Amount Approved
13. Applied to debts owed by mortgagor	
14. Paid to Project	
15. \$ _____ of the amount in item F, part III was released from the Residual Receipts Account.	

Printed Name, Date, Title & Phone No. (include area code) & Signature:

*Tom Jones*

**Misc. Accounting Requests for Schedule  
of Tenant Assistance Payments Due**

**U.S. Department of Housing and Urban Development**

Office of Housing

Federal Housing Commissioner

OMB Approval No. 2502-0182

(Exp. 06/30/2016)

Before completing this form, read and follow the instructions in the Monthly Activity Transmission (MAT) User's Guide. See the statements on the form HUD-52670 for information on public burden.

1. Asst. Pymts Due For (mm/yyyy): 05/2016	2. Project Name: Florida Housing Finance Agency	3. FHA / EH / Non-Insured Proj. No:	4. Section 8 / PAC / PRAC Contract No: FL39RDD1201	5. Type of Subsidy: 811 PRA Demo	
6. Misc. Request Type	7. Comment			8a. Amount Requested	8b. Approved (HUD/CA use only)
FORQ	FL39RDD1202 - 05/2016			7,650	7,650
9. Totals for this page				7,650	7,650