Instructions for Preparing
Form HUD-52670-A Part 1 (Date of form)
Schedule of Tenant Assistance Payments Due

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GENERAL:

A. Prepare a separate schedule for each subsidy contract.

B. Use this schedule for regular assistance billings only.

C. Fill in information requested in Items 1 through 5 on the first page. If more than one schedule is needed, complete Items 1 through 5 on subsequent pages. (Items 2 through 5 should be the same as Items 1-4 on the HUD-52670 and Item 1 should be the same as Item 8.a on the HUD-52670.)

D. Use a 9 point or larger font when completing entries. It is not necessary to include dollar signs. Enclose negative amounts in parentheses.

E. These instructions refer to fields Item #'s on form HUD-50059 for full certifications (MI, IC, AR, IR) and form HUD-50059 A for partial certifications (MO, TM, GR, UT, HC). Field #'s are used when referring to the MAT Guide.

F. Units should be grouped by Status and presented in unit number order within a status. Leave a blank line between each status grouping.

G. References to the MAT Guide have been included to provide additional information regarding the Instructions for this form. The MAT Guide may be updated more frequently than this document and is controlling in the case of conflicts.

NOTE: Visit the TRACS page for access to the 203A MAT Guide.
https://www.hud.gov/hud-partners/multifamily-tracs (login required)

Step I. Contract Information

ITEM 1. Asst. Pymts Due for (mm/yyyy):

Enter the month/year for which the assistance payments are due. Use the MM/YYYY format. This should be the same month/year entered in Item 8a of the HUD-52670 that is being submitted.

MAT Guide: Chapter 7, MAT30: Section 2 (Assistance Payment Summary Record), Field 4

ITEM 2. Project Name

Enter the Project Name that appears on the regulatory agreement or subsidy contract. (Abbreviated project name resulting from the use of software is acceptable.)

Use the same Project Name on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

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MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 16

ITEM 3. Project Number:

Mandatory for PAC and PRAC subsidy types. Requested for those Section 8, 202/8, Section 811 PRA and SPRAC contracts for which an FHA project number applies.
TRACS will use this Project Number for all transactions under this VCHHR (Voucher Header Record).

The Project Number (Item 2) submitted must match the project number in the TRACS Project database.

Note: Do not use "0000FMHA" as a project number in FMHA/RHS Section 515 projects. Do not enter a project number for FMHA/ RHS Section 515 projects.

Sample entries are provided below.

FHA Insured Projects	Elderly Housing Projects	Other Noninsured Projects
12144026	121EH001	121001NI

Use the same Project Number (if applicable) on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 19

ITEM 4. Contract Number:

Mandatory for Section 8, 202/8, Section 202/162 PAC, Section 202 PRAC, Section 811 PRAC, SPRAC and Section 811 PRA subsidy types. TRACS will use this Contract Number for all transactions under this VCHHR (Voucher Header Record).

The Contract Number (Item 3) submitted must match the Contract Number in the TRACS Contract database.

Use the same Contract Number on any HUD-52670-A (Part 1 through Part 6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 20

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ITEM 5. Type of Subsidy:

Valid Subsidy Types are:

1 = Section 8 (including 202/8)
6 = 811 PRA
7 = Section 202 PRAC
8 = Section 811 PRAC
9 = Section 202/162 PAC
10 = SPRAC

Note: SPRAC (10) contracts were previously considered part of Section 8 (1). However, since HOTMA rules differ for SPRAC and Section 8, SPRAC is being designated as Type 10.

Note: Subsidy Types 2 (Rent Supplement) and 3 (RAP) are no longer active.

Use the same Type of Subsidy on any HUD-52670-A (Part 1 and Parts 3-6) forms that will be submitted with the HUD-52670 (HAP Voucher) cover sheet.

MAT Guide: Chapter 7 – 7.1 VCHHR (Voucher Header Record), Field 43

The image below is an example of Regular Assistance Payments being requested on a HAP Voucher

1. Asst. Pymts Due for (mm/yyyy): 01/2024			2. Project Name XYZ Towers						3. Project Number 12345678			4. Contract Number XX123456789		5. Type of Subsidy 1		
										Turnover Data		Recertification Data			Tenant Assistance Payment	
6. Head of Household Name (Last, First, Initial)	7. Unit Number	8. Group No.	9. Unit Size	10. Cert Type	11. Eff Date	12. Cont. Rent	13. Util. Allow	14. Gross Rent	15. Inc. Code	16a. Code	16b. Mo./Day	17a. Effective Date	17b. First Reminder Notice Date	18. Change Code	19a. Requested	19b. Approved (HUD/CA Use only)
Shaheen, Donald A Donaldson Joan	328 329		2 1	AR MI	09/01/2023 06/15/2023	935 868	65 53	1000 921		I	06/15	09/01/2024 06/01/2024		MI	526 387	

Step II. Itemize Assistance Payments Requested

Note: Order transactions by unit number.

ITEM 6. Head of Household name: Enter last name, first name and middle Initial.

For Last Name: If the unit is assisted, enter the Last Name from the HUD-50059 (Item 50) or the HUD-50059 a (Item 6) that is being submitted on the HAP Voucher.
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 3

This includes certifications for assisted tenants billing 0 or negative assistance for Component 1 PH to PBRA RAD, 202 PRAC and 811 PRAC.

If the Unit Status is Abated, fill with “Abated”
If the Unit Status is Vacant, fill with “Vacant”

If the Unit Status is Market, fill with “Market”
If the Unit Status is Rehab, fill with “Rehab”

For First Name: If the unit is assisted, enter the First Name from the HUD-50059 (Item 51) or the HUD-50059 A (Item 6) that is being submitted on the HAP Voucher.
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 4

If the Unit Status is Abated, fill with “Abated”
If the Unit Status is Vacant, fill with “Vacant”
If the Unit Status is Market, fill with “Market”
If the Unit Status is Rehab, fill based on the reason:
“RAD” if this an initial RAD Rehab
“Disaster” if rehab is caused by a PDD
“Repair” if rehab is for Repairs

For Middle Initial: If the unit is assisted, enter the Middle Initial from the HUD-50059 (Item 52) or the HUD-50059 A (Item 6) that is being submitted on the HAP Voucher. Leave blank for Abated, Vacant, Market, and Rehab units.

MAT Guide: Chapter 6, MAT10: Section 3, (Family Record), Fields 4, 5 and 6 for full (50059) certifications and MAT70, Fields 5, 6, and 7 for UT/GR/HC certifications.
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 5

ITEM 7. Unit Number: Enter the Unit Number from the HUD-50059 (Item 33) or the HUD-50059 A (Item 7) that is being submitted on the HAP Voucher. The unit number used must be the TRACS Unit Number not the Unit Number used for the unit at the site.

Group records by Unit Status (Assisted, Abated, Vacant, Market, and Rehab) and sort by Unit Number within a group. Leave a blank line between status groups.

Note: Units do not need to be grouped by Group Number. They should be grouped and ordered by Status and Unit Number.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 73
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change/Hardship Continuation Record, Field 11
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 6

ITEM 8. Group Number: Enter the Group Number if the unit is a group home residential space. Fill with the group number of the physical unit of which the residential space is a part. Otherwise, leave blank

In Group Homes, individual bedrooms within a physical unit are rented independently as units (residential spaces) in their own right. When this is the case, each bedroom is given a TRACS Unit Number. To help understand the relationship between these Unit Numbers and the physical unit, each physical unit must be assigned an ID (Unit Group Number) that is unique within the property. This allows a reviewer to understand the relation between the unit number assigned to a household/certification and the physical units.

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If applicable, enter the Group Number from the HUD-50059 (Item 34) or the HUD-50059 A (Item 8) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 108
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 32
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 16

ITEM 9. Unit Size: Enter the Number of Bedrooms from the HUD-50059 (Item 35) or the HUD-50059 A (Item 8) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 71
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 7

ITEM 10. Cert Type: Enter the Transaction Type (Certification Type) from the HUD-50059 (Item 21) or the HUD-50059 A (Item 5) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 13
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 4
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 10
Note that if the certification is a correction (Field 11 of the Assistance Payment Detail Record) add an asterisk (*) after the Cert Type.

ITEM 11. Effective Date: Enter the Transaction Effective Date (Certification Effective Date) from the HUD-50059 (Item 17) or the HUD-50059 A (Item 11) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 11
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 10
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 12

ITEM 12. Contract Rent: Enter the Contract Rent amount from the HUD-50059 (Item 42) or the HUD-50059 A (Item 31) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 57
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 14
MAT Guide: Chapter 7, MAT30: Section 3, (Assistance Payment Detail Record), Field 8

ITEM 13. Utility Allowance: Enter the Utility Allowance amount from the HUD-50059 (Item 43) or the HUD-50059 A (Item 32) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 58
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 18
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 9

ITEM 14. Gross Rent: Enter the Gross Rent amount from the HUD-50059 (Item 44) or the HUD-50059 A (Item 33) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 59
MAT Guide: Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 17
This is the total of Items 12 and 13.

ITEM 15 Income Code: For Section 8 and 202/8 contracts, follow the instructions in either paragraph A or paragraph B below. For all other subsidy types leave this Item blank.

A. HAP CONTRACT EFFECTIVE BEFORE 10/1/81

1. If the tenant was not very low-income at the time they began to receive Section 8, enter "LI". Enter this code every month for as long as the tenant continuously receives Section 8 at this project. Enter this code even if the tenant becomes very low-income.

2. Otherwise, leave blank.

B. HAP CONTRACTS EFFECTIVE ON OR AFTER 10/1/81

If the HUD-50059 (Item 122) being submitted on this HAP Voucher contains one of the valid Income Exception Codes that begins with an “A”, “C”, or “E”, enter that code. Otherwise, leave blank.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 46

Turnover Data:

Follow these instructions ONLY if you are implementing an initial certification or reporting a move-in, move-out, or termination of assistance.

ITEM 16a. Code:
IMPORTANT: Report move-ins only after they have actually happened. THIS MEANS THAT SINCE SECTION 8, 202/8, PAC, PRAC and SPRAC ASSISTANCE IS REQUESTED A MONTH IN ADVANCE, TURNOVER DATA FOR MOVE-INS WILL BE REPORTED A MONTH LATER.

FOR	ENTER THIS CODE IN 16a	ENTER THIS DATE IN 16b
Move-In	I	Date Tenant Moved Into Unit
Initial Certification	C	Date tenant began to receive the type of assistance in Item 5
Termination of Assistance	T	Termination Effective Date
Move-Out	O	Date Tenant Moved Out of Unit

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NOTE: Refer to the paragraph labeled "Voucher Creation" in the Monthly Activity Transmission (MAT) User's Guide Appendix B and Chapter 5, Sections 5.26, 5.27 and 5.28, for information regarding when a certification should appear on the voucher.

ITEM 16b. (Mo./Day): enter MM/DD per the table above when applicable.

Recertification Data:

ITEM 17a. Effective Date: In Item 17a, enter the Next Recertification Date from the HUD-50059 (Item 19) that is being submitted on the HAP Voucher

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 11
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 17

ITEM 17b. First Reminder Notice Date: In Item 17b, enter the date that the First Reminder Notice was sent.

1. Continue to show the date of the First Reminder Notice in Item 15b, until the recertification becomes effective, or assistance is terminated.

2. Do not enter dates follow-up notices were sent.

ITEM 18. Change Code:

A. Fill with one of the Action Codes shown in the chart below **only** if the amount of assistance being requested differs from the amount requested on the previous month's HAP Voucher.

B. Choose the one Code that is the best indicator of why the amount of assistance being requested has changed.

CODE	ACTION
MI	Move In
IC	Initial Certification
AR	Annual Recertification
IR	Interim Recertification
UT	Unit Transfer
GR	Gross Rent Change
TM	Termination/Suspension

Tenant Assistance Payment:

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ITEM 19a. Requested: Enter the Assistance Payment amount from the HUD-50059 (Item 146) or the HUD-50059 A (Item 42) that is being submitted on the HAP Voucher.

MAT Guide: Chapter 6, MAT10: Section 2, (Basic Record), Field 67
MAT Guide, Chapter 6, MAT70: Unit Transfer/Gross Rent Change Record, Field 20
MAT Guide, Chapter 7, Section 3 (Assistance Payment Detail Record), Field 13.

Note: For Abated, Vacant, Market, and Rehab units, enter 0. See the MAT Guide: Chapter 7,

ITEM 19b Approved: O/A's and Service Bureaus should leave this Column blank. It is intended for HUD/CA use only.

ITEM 20. Totals for this page:

Enter the total amount of all Item 19a entries on this page.

Note: If there are multiple pages for the HUD-52670, Part 2 (Special Claims Schedule), for each Column, the Totals fields will be running totals with the grand total of all the pages on the last page of the Schedule.

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