Instructions for Preparing
Form HUD-52670-A Part 3 (Date on Form)
Adjustments to 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 adjustments to tenant 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 26.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 Items on form HUD- 50059 (MI, IC, AR, IR) and form HUD-50059 A for use with partial certifications (MO, GR, UT, TM, HC).

F. 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 26a 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.

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

ITEM 3. Project Number:

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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 3) 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 4) 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

ITEM 5. Type of Subsidy:

Valid Subsidy Types are:

1 = Section 8
6 = 811 PRA
7 = Section 202 PRAC
8 = Section 811 PRAC
9 = Section 202/162 PAC

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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

Step II. Itemize Adjustments to Prior Assistance Payments Requested

- Group adjustments by units, then by households within a unit. List groups in unit number order. Within a household group, present reversals first (Prior in the Prior or New Billing column), followed by any adjusted rebilling and billings new to the voucher (New in the Prior or New Billing column. Within the prior and new groups, sort transactions in ascending effective date order. Separate households or units with a blank line or page break as appropriate.
- Refer to the section 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.
- Refer to the AdjustmentExamples.pdf file, for examples of presenting adjustments on the voucher adjustments page.

ITEM 6. Head of Household Name: Enter Last Name, First Name and MI shown on the Full or Partial certification being submitted.

See the HUD-50059, Items 50, 51, 52 or the HUD-50059 A, Item 6

MAT Guide: Chapter 7 – 7.5 MAT30 Section 4 (Adjustment Payment Detail Record), Fields 3-5

ITEM 7. Unit Number: Enter the unit number from the HUD-50059 (Item 33) or the HUD-50059 A (Item 7) being submitted.

MAT Guide: Chapter 7 – 7.5 MAT30 Section 4 (Adjustment Payment Detail Record), Field 6

ITEM 8. Adjusting Certification:

A. Prior or New Billing?:

1. If reversing a prior billing enter "Prior"
2. If rebilling an adjusted amount or billing a new amount, enter "New"

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MAT Guide: Chapter 7 – 7.5, MAT30 Section 4 (Adjustment Payment Detail Record), Field 7

B. New Cert? : If this is the first month this certification appears on a voucher, enter “Y”. Otherwise leave blank.

MAT Guide: Chapter 7 – 7.5, MAT30: Section 4 (Adjustment Payment Detail Record), Field 8

C. Cert Type: Chapter 7 – 7.5, MAT30 Section 4 (Adjustment Payment Detail Record), Field 9 (Certification Type) lists the 2- or 4-character entries that can be used for Cert Type in Item 8.

1. Enter the Certification Type from the Adjustment Payment Detail Record Field 9

2. If this is a correction to a full certification (MI, IC, AR, IR) or partial certification (MO, GR,UT,TM, HC) include an asterisk after the certification type. This situation is indicated if the MAT Guide: Chapter 7 – 7.5 MAT30 Section 4 (Adjustment Payment Detail Record), Field 10 Correction Flag is filled with a Y.

3. If this is a unit transfer (UT) record, indicate if the adjustment is to the old (out) unit with an “-O” following the certification type. If the adjustment is to the new (in) unit, indicate this with an “-I” following the certification type.

   Refer to the MAT Guide: Chapter 6, 6-9 MAT65 Termination/Suspension Record, Fields 11 and 12 for a complete list of Termination/Suspension codes (Field 11) and their accompanying Description (Field 12).

4. If this is a termination for double subsidy at Move-in (TM-DS), enter “-D” after the certification type. Example “TM-D”

5. If this is a termination because resident did not qualify for subsidy at MI or IC for reason other than double subsidy (TM-NS) enter "-N" after the certification type. Example "TM-N"

6. For all other TM types, enter TM. Example “TM”

7. If this is a suspension of types ND, OA, RR, or RD, enter SU. Example “SU”. For a suspension of type NS, enter SU-N. Example “SU-N”

8. If this Move-out is a result of the death of a sole household member, and the sole member died more than 14 days prior to the move out effective date, enter “-D” after the certification type. Example “MO-D”

MAT Guide: Chapter 7, MAT30: Section 4, (Adjustment Payment Detail Record), Field 9 and field 10.

NOTE: While Move-out and Termination/Suspension records will not have billing amounts, they should appear on the voucher, one time only, as an indication of why subsidy is ending.

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MAT Guide: Chapter 7, MAT30: Section 4, (Adjustment Payment Detail Record), Field 9

D. Effective Date: Enter the Effective Date of the Certification (HUD-50059, Item 17) or (HUD-50059 A, Item 11). Use MM/DD/YY format.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 11

E. Asst. Pmt.: Enter the Assistance Payment amount from the HUD-50059 (Item 146) or the HUD-50059 A (Item 42) for a UT, GR, or HC transaction. Note that Assistance is 0 for a MO or TM.

MAT Guide: Chapter 7, MAT30 Section 4 (Adjustment Payment Detail Record), Field 12

ITEM 9. Adjustment Period: Enter the Beginning Date and Ending Date of the adjustment. Use MM/DD/YY format.

MAT Guide: Chapter 7, MAT30: Section 4 Adjustment Payment Detail Record, Field 13 (Adjustment Start Date) and Field 14 (Adjustment End date)

ITEM 10. Calculation Detail:

- The calculation detail section is intended to provide the reviewer with all the information necessary to replicate the adjustment calculations resulting in the Amount Requested, Item 11.

  Calculations of daily rates should follow the methodology described in *AdjustmentCalculations.xlsx* This file is located on the TRACS website https://www.hud.gov/program_offices/housing/mfh/trx/trxdocs as part of the current MAT Guide. See also MAT Guide Appendix B (B-4.4 Adjustment Calculations).

  A. Beginning Partial Month (Filled when the first part of the adjustment period is less than a full month):

     1. No of Days: Enter the number of days billed in the first month of the adjustment period. If there is no beginning partial month, leave this column blank.

     2. Daily Rate: Enter the amount in the column labeled Assistance Payment divided by the actual days in the full beginning month rounded to the penny. If there is no beginning partial month, leave this column blank.

  B. Full Months

     1. No of Months: Enter the number of full months this adjustment covers. A full month always begins on the first day of the month and ends on the last day of the month. If the adjustment period does not cover a full month, leave this column blank.

     2. Monthly Rate: Enter the amount from the column labeled Assistance Payment. If the adjustment period does not cover a full month, leave this column blank.

  C. Ending Partial Month (Filled when the last part of an adjustment period is less than a full month and not the same period as the beginning partial month):

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1. No of Days: Enter the number of days billed in the last month of the adjustment period. If there is no ending partial month, leave this column blank.

2. Daily Rate: Enter the amount in the column labeled Assistance Payment divided by the actual days in the full ending month rounded to the penny. If there is no ending partial month, leave this column blank.

D. Amount: Add the following

- Beginning number of days times beginning daily rate. Round to the nearest dollar following the calculation rules from Appendix B.
- Number of full months times monthly rate.
- Ending number of days times ending daily rate. Round to the nearest dollar following the calculation rules from Appendix B.
- If returning subsidy, enter as a negative number.

ITEM 11a. Requested:

Sum the values in the "Amount" column for a given unit / household combination. Enter this amount in Column 11a on the last line for the unit / household combination. If returning subsidy, enter as a negative number.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 15

ITEM 11b. Approved: O/A's and Service Bureaus should leave this Column blank. It is intended for HUD/CA use only.

MAT Guide: Chapter 7, MAT30: Section 4 (Adjustment Payment Detail Record), Field 16

ITEM 12. Totals for this page

Enter the total amount of all Item 11a entries on this page. If multiple pages are required, running totals for each page with the grand total on the last page, then enter the total amount of all pages in Item 28.b of the HUD-52670 (HAP Voucher).

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