Instructions for Preparing Form HUD-52670-A Part 5 (Date on Form) Approved Special Claims for Schedule of Tenant Assistance Payments Due

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GENERAL:

A. Prepare a separate schedule for each subsidy contract as necessary.

B. Use this schedule for approved special claim requests 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. 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

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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
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

Step II. Special Claim Information

For more information regarding the submission of Special Claims for payment, refer to Chapter 5, Section 5.41 of the MAT Guide

Images below are examples ~~Below are images~~ ~~examples~~ of approved Special Claims being submitted for payment:

1. Asst. Pymts Due for (mm/yyyy): 12/2023	2. Project Name: XYZ Towers	3. Project Number: 12345678		4. Contract Number: XX123456789		5. Type of Subsidy: 1	
6. Claim Type Code	7. Claim ID	8a. Amount Requested					8b. Approved (HUD/CA use only)
		Unpaid Rent	Damages	Rent-Up Vacancy	Regular Vacancy	Debt Service	
4 - Regular Vacancy Claim	XX123456789033				345		
1 - Unpaid Rent	XX123456789034	188					

ITEM 6. Claim Type Code: Enter the Claim Type Code.

Valid codes are:

1 – Unpaid Rent
2 – Damages
3 – Rent-Up Vacancy
4 – Regular Vacancy
5 – Debt Service

MAT Guide: Chapter 7, MAT30: Section 5 (Approved Special Claim), Field 3

ITEM 7. Claim ID:

Used for an audit trail relating to the entity approving the special claims. HUD Field Offices enter the Claim ID assigned by the TRACS Special Claim Logging System on the Intranet. PBCAs use the 800 series CA ID in the first five positions.
TCAs use their CA ID in the first five positions. All CA Claim IDs should be 14 characters in length.

Examples of Claim IDs:

PBCA: KS800123456789
TCA: OH022123456789
HUD Field Office: 07001123456789

Note: CAs may assign the same Claim ID to more than one claim type in a claim batch. TRACS will accept one Claim ID per MAT30, Section 5 record per claim type (Vacancy, Debt Service, etc.)

MAT Guide: Chapter 7, MAT30: Section 5 (Approved Special Claim), Field 4

ITEM 8a. Amount Requested: For each Claim Type, enter the amount previously approved by the CA/HUD for the Special Claim(s).

MAT Guide: Chapter 7, MAT30: Section 5 (Approved Special Claim), Field 5

ITEM 8b. 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 5 (Approved Special Claim), Field 6

ITEM 9. Totals for this page: Enter the total amount of all Item 8a entries on this page. If multiple pages are required, the Totals fields will be running totals with the grand total appearing on the last page. Enter the total amount of all pages in Item 28.c (i. through v.) of the HUD-52670 (HAP Voucher).

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