Instructions for Preparing Form HUD-52670-A Part 6 (Date on Form)) Repayment Agreements and FSS Escrows for Schedule of Tenant Assistance Payments Due

DRAFT

GENERAL:

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

B. Use this schedule for Repayment Agreement & FSS Escrow 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. Group Repayment Agreement transactions and Family Self Sufficiency Escrow transactions separately with Repayment Agreements first followed by FSS Escrow records. Leave a blank line between types if both are present. Multiple Repayment Agreement transactions for the same ID and voucher month must be submitted as individual records.

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

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 form and controls in the event of conflicts. For more detailed information about repayment agreement and escrow transactions, see the MAT Guide, Chapter 7, Section 7 Repayments and Escrows, and Chapter 5, Sections 5.30 through 5.32, Repayment Agreements and Improper Payment-Tracking. See also the CalculationsForRepayments spreadsheet.

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

Note: Once the information for the HUD52670-A Part 6 is transmitted to TRACS, TRACS will check for compliance with:

- Calculation Rules:
  Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount

  Ending Balance = Beginning Balance + Agreement Change Amount - Total Payment

  Amount Requested = Agreement Change Amount - Total Payment + Amount Retained

and with

- Record Consistency Checks:
  Prior record Ending Agreement Amount = current record Beginning Agreement Amount

DRAFT

Prior record Ending Balance = current record Beginning Balance

Section 7 records that fail any of the Calculation Rules and Record Consistency Checks will receive FATAL errors.

MAT Guide: Chapter 5, Section 5.31.4 (Repayment Agreement Records)

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, 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:

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 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	Elderly Housing	Other Noninsured

DRAFT

Projects	Projects	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 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
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

DRAFT

DRAFT

Image below is an example of a Repayment Agreement transaction 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	
6. Head of Household Name (Last, First)	8. Record Type	10. Agreement Date	12. Trans. Type	13. Status	14. Beginning Agreement Amount	15. Agreement Change Amount	16. Ending Agreement Amount	17. Beginning Balance	18. Total Payment	19. Ending Balance	20. Amount Retained	21. Amount Requested	22. Approved (HUD/CA use only)
7. Unit Number	9. Agreement ID	11. Agreement End Date											
Jones, William 999	R 87654321	12/29/22	T	AV	750	0	750	420	40	380	8	(32)	

Step II. Repayment Agreement Information

For more detailed information about Repayment Agreement and FSS Escrow transactions, see the MAT Guide, Chapter 7, Section 7 Repayments and Escrows, and Chapter 5, Sections 5.30 through 5.33, Repayment Agreements and Improper Payment Tracking. The MAT Guide may be updated more frequently than this form and controls in the event of conflicts

ITEM 6. Head of Household Name (Last, First):

Enter in Last, First order. Include the comma (,). This is the name of the current head of household as of the voucher date or move-out date if the tenant is no longer in residence. It may be different than the name at the time the agreement was signed. Must be blank if Transaction Type = O (Owner/Agent)

For Repayment Agreements:

Required for Transaction Types T and N (Tenant and No Agreement). Must be blank if Transaction Type = O (Owner/Agent). EIV ignores type O transactions when importing Repayment records.

Note that if Field 13, Status = MO, special rules apply. Fill both Last and First names with either MO or Moved-out.

For Family Self Sufficiency Escrows:

Required for all transaction types.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Fields 4 & 5

ITEM 7. Unit Number:

Household's TRACS unit number as of the first of the month of voucher creation or the unit number at the time the tenant moved out.

DRAFT

For Repayment Agreements:

Required for Transaction Type T and N (Tenant and No Agreement) except that the field must be blank if the Status = LC. Must be blank if Agreement Type = O (Owner/Agent).

Note that if Field 13, Status = MO, special rules apply. Fill with either MO or Moved-out.

For Family Self Sufficiency Escrows:

Required for all transaction types.

MAT Guide: Chapter 7, MAT30: Section 7(Repayments and Escrows), Field 6

ITEM 8. Record Type:

R = Repayment Agreement
F = Family Self Sufficiency Escrow (New)

Note: If the record being submitted is a baseline record for the Agreement ID, append a B to the Type above: RB or FB.

A baseline transaction does not incorporate any payments or changes to the agreement/escrow. Agreement Change Amount, Payment Amount and Requested Amount must be 0.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 3

ITEM 9. Agreement ID:

The ID must be unique within the project/community and remains the same even if the agreement is renegotiated and a new agreement executed. An ID is associated with a single instance of misreporting. If there is a later instance of misreporting subject to a repayment agreement, a new Agreement ID must be assigned, and transactions reported separately for each agreement.

Must be unique within the project/community over all record types. The ID is set by the OA and would need to be transferred if the OA changed software. May be the agreement/escrow date if unique within the project.

For Repayment Agreements:

The Agreement ID is required even if the record is for a reversing entry that is not associated with a written and signed Repayment Agreement. This allows an Agreement Type N to be changed into an actual Repayment Agreement simply by sending a record and setting the Agreement Type to T. The ID remains constant even if the agreement is renegotiated and a new agreement executed.

DRAFT

A new ID must be assigned to each agreement resulting from a different instance of misreporting even if all instances are covered by a single executed agreement or a None agreement.

For Family Self Sufficiency Escrows:

Each FSS Contract of Participation must have its own ID.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 7

ITEM 10. Agreement Date:

For Repayment Agreements:

If the transaction is associated with a signed Repayment Agreement, fill with the date of the Repayment Agreement (the date of the agreement or, in the absence of an agreement date, the tenant signature date). If an agreement is modified (either by changing the payment terms of the agreement or by executing a new agreement and closing out the old one), the date is that of the original agreement. This allows HUD to track the full sequence of payments associated with the original misreporting. Allow for this field to accept past dates for current active Repayment Agreements.

If there is no agreement (a reversing transaction not associated with a Repayment Agreement—Agreement Type N) fill with the date the reversing transaction is created or the voucher date.

Note: If multiple instances of misreporting are covered by a single executed agreement and/or a None agreement, there must be multiple records (one for each instance of misreporting) each with its own ID and agreement date. The Agreement Date must reflect when the agreement is revised (or a new agreement is created) to cover the new instance of misreporting. Future dates are never appropriate.

For Family Self Sufficiency Escrows:

The date of the Contract of Participation

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 8

ITEM 11. Agreement End Date:

For Repayment Agreements:

Not applicable, leave blank.

For Family Self Sufficiency Escrows:

DRAFT

The end date of the Contract of Participation

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 9

ITEM 12. Transaction Type:

For Repayment Agreements:

T, O or N:
T = Tenant Repayment Agreement transaction.
O = Owner/Agent Repayment Agreement transaction.
N = None or No Agreement.

Note: Type (N) None is used when tenant has signed certifications (creating adjustments) but has not signed a formal Repayment Agreement.

Print on the form as Tenant, Owner or None.

For Family Self Sufficiency Escrows:

E, D, W or C:
E = Execution of the FSS ITSP Agreement and establishing the Escrow Account;
D = Deposit to Escrow Account;
W = Withdrawal/Disbursement to the tenant;
C = Cancellation of Escrow—Funds remain with the owner

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 10

ITEM 13. Status:

All Repayment Agreement Records and all Records for FSS Escrow Accounts must have a status code. See MAT User Guide Chapter 5, Sections 5.30 through 5.32 regarding Repayment Agreements and FSS Escrows. Also, Chapter 4, Section 4.9 discusses all PBRA RAD Repayment Agreements and Chapter 5, Section 5.33 discusses rules regarding which records to include on the first voucher transmission after this version of TRACS (203A) is implemented.

When the description for a status indicates, "Normally no further transactions are submitted for this ID", this assumes that the status has been entered correctly and there is no cause to change the status later on. However, situations may arise that result in a new transmission for the ID with a new status or correcting the numbers related to the prior transaction.

Valid Status Codes are as follows:

- **AV** – Active – (Repayment) Current resident is in repayment and is making periodic payments. Must appear on the voucher each month.

DRAFT

- **AV** – Active – (FSS) Current resident is compliant with FSS requirements outlined in the FSS contract. Must appear on the voucher each month.

- **CO** – Completed (Repayment) –Repayment Agreement fulfilled. All assistance-paid-in-error has been returned to HUD. Repayments with this status only appear on the voucher one time when the CO status is indicated. Normally no further transactions are submitted for this ID.

- **CO** – Completed (FSS) – FSS Agreement fulfilled. Resident has completed the agreement and Escrow funds have been distributed as appropriate. FSS Agreements with this status only appear on the voucher one time when the CO status is indicated. Normally no further transactions are submitted for this ID

- **IA** – Inactive – (Repayment only) Current resident is in repayment but has missed three consecutive payments. The fourth submission must include a payment or the Status Code must be changed to IA (Inactive), MO (Moved out Inactive), TE (Terminated) SU (Suspended), CO (Completed), LC (LOCCS) or RV (Reversed) as appropriate. Current resident returns to Active Status once a single payment is received. OA may manually initiate inactive status if the OA has opted to stop accepting payments for the Repayment Agreement in order to pursue termination of tenancy/eviction. Must appear on the voucher each month.

- **LC** – Transferred to LOCCS. Use only for (O) Owner Repayment Agreements and only when HUD negotiates an alternative payment option recorded in LOCCS. The balance due is reduced to zero but the amount requested is $0. Owner Repayment Agreements with a status of LC will appear on the voucher once and will not appear on subsequent vouchers. Once the owner repayment agreement goes to LOCCS, it is no longer a voucher issue. **Example**:

    - OA allows ineligible resident to move in.
    - Improper payment = $6960
    - Owner completes a TM/NS returning all subsidy
    - This creates a negative adjustment = $6,960
    - Owner enters in to an Owner Repayment Agreement creating an adjustment $6960
    - HUD negotiates their own repayment
    - The owner repayment is transferred to LOCCS
    - If there have been no owner payments, the Repayment Change amount is $6,960 reducing the repayment amount to zero.
    - There is no request amount

Note: The **MA** status code has been removed.

- **MO** – Moved out – (Repayment) Report this status on the voucher immediately following a tenant move-out. Additional Repayments with this status only appear on the voucher if a payment is made. When payments are made, the Head Last Name, Head First Name and Unit Number fields are each filled with MO, or Moved-out.

DRAFT

- **MO** – Moved out – (FSS) Resident has moved out. No FSS participants for this family remain on the property. No future transactions for this CoP appear on the voucher.
- **RV** – Reversed – (Repayment) Use when the resident (current or former) should not have been subject to repayment. Resident was not responsible for returning any housing assistance to HUD. Agreements with this status only appear on the voucher one time when the RV status is indicated. Normally no further transactions are submitted for this ID.

- **RV** – Reversed – (FSS) Use when the resident (current or former) is assigned an FSS Agreement in error (usually wrong resident). Agreements with this status only appear on the voucher one time when the RV status is indicated. Normally no further transactions are submitted for this ID.

- **SU** – Suspended - (Repayment only) Current resident is in repayment but income has been reduced and resident is unable to make regular periodic payments. Resident returns to Active Status once a single payment is received. Must appear on the voucher each month.

- **TE** – Terminated – (Repayment) – Do not use this code if income is reduced and the resident can no longer make payments. Use SU instead. Use TE when OA is unable to enforce Repayment Agreement terms due to outside decisions such as a court order. Normally no further transactions are submitted for this ID.

  Note: – if a judge throws out the agreement and says that the tenant does not need to pay, terminate the agreement reducing the amount and balance to zero. In some cases, the judge will reduce the amount owed.

  See Repayment Examples 17-20 in the CalculationsForRepayments spreadsheet.

- **TE** – Terminated (FSS) – Current resident has withdrawn or been removed from the FSS Agreement/program. Per the final FSS rule, the escrow money stays with the owner. FSS agreements with this status only appear on the voucher one time when the TE status is indicated. Normally no further transactions are submitted for this ID.

- **TR** – Transferred to Another Property – (FSS only) Former resident is still participating in and fulfilling the requirements under the FSS program. FSS Agreements with this status only appear on the voucher one time when the TR status is indicated. Normally no further transactions are submitted for this ID. Depending on the circumstance (the transfer is to another multifamily project or to a PIH property) the transaction numbers will either follow the rules for a Termination or a Completion.

  Check with HUD for guidance when this situation arises.

MAT Guide: Chapter 7, MAT30: Section 7(Repayments and Escrows), Field 11

DRAFT

ITEM 14. Beginning Agreement Amount:

For Repayment Agreements:

The Ending Agreement Amount from the transaction just prior to this one. If this is the first transaction for this Agreement ID, the value is 0.

For Family Self Sufficiency Escrows:

Not applicable, leave blank.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 12

ITEM 15. Agreement Change Amount:

For Repayment Agreements:

The amount by which the agreement amount is changing with this transaction. For an original reversing entry, the change amount is equal to the agreement amount. See 203ACalculationsForRepayments.xlsx for examples.

The initial Agreement Change Amount for a repayment agreement is the total of tenant misreporting causing assistance to be too high less any lump sum payments and credits. See HUD Handbook 4350.3 Paragraph 8-21. If the tenant pays off the amount due immediately, there is no agreement and no Section 7 record is reported on the voucher. Note also, that retention only applies in relation to payments under an actual agreement. If the full amount owed is paid immediately, there can be no retention as there is no Section 7 record. However, retention for the lump-sum payment may be taken via a Miscellaneous Accounting Request of type OARQ.

Note: Negative amounts are permitted

For Family Self Sufficiency Escrows:

Not applicable, leave blank.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 13

ITEM 16. Ending Agreement Amount:

Ending Agreement Amount = Beginning Agreement Amount + Agreement Change Amount.

Note: This amount may never be negative.

DRAFT

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 14

ITEM 17. Beginning Balance:

Ending Balance from the transaction immediately prior to the current transaction. Will be 0 for the initial transaction establishing the record type and Agreement ID

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 15

ITEM 18. Total Payment:

For Repayment Agreements:

For a Reversal, this is equal to the lump sum tenant or owner payment amount, if any. For a tenant or owner payment this is the amount collected this month.

Tenant payments are entered as positive amounts. Note that AV Status is not required to have a non-zero payment. Zero is a valid payment.

For Family Self Sufficiency Escrows:

The amount of the current transaction. Deposits are entered as negative amounts. Note that 0 is a valid deposit amount for an AV status.

Note: A regular payment is reported as a positive number.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 16

ITEM 19. Ending Balance:

Agreement or Escrow balance.

Ending Balance = Beginning Balance – Total Payment + Agreement Change Amount.

Note: This value may never be negative.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 17

ITEM 20. Amount Retained:

For Repayment Agreements:

DRAFT

The amount of expenses retained is the lesser of accumulated unreimbursed expenses or 20% of the Total Payment, Field 16. Used only for tenant payments or payment reversals and in cases where the Status code is TE.

See TE examples 17-20 on the Repayment Examples tab of the CalculationsForRepayments spreadsheet. As shown in the examples, there are cases where the Amount Retained may violate the 20% rule when the TE code is used.

Note: the amount retained related to a regular payment is reported as a positive number.

Note that retention does not apply to Owner agreements, only to Tenant or None agreements.

For Family Self Sufficiency Escrows:

Only used for Transaction Type W and is set to the amount being disbursed to the tenant, or for Transaction Type D when depositing interest.

Note: the amount retained related to a regular payment is reported as a positive number.

Note: Negative amounts are permitted.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 18

ITEM 21. Amount requested:

Amount Requested = Agreement Change Amount – Total Payment + Amount Retained

Note: Zero and negative amounts are permitted.

MAT Guide: Chapter 7, MAT30: Section 7 (Repayments and Escrows), Field 19

ITEM 22. 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 7 (Repayments and Escrows), Field 20

ITEM 23. Totals for this page:

Enter the total amount of all Item 21 entries on this page. If multiple pages are required, enter running totals on each page with the grand total on the last page. Enter the total amount of all pages in Item 28.e of the HUD-52670 (HAP Voucher

DRAFT