



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

Dear Executive Director:

The purpose of this letter is to advise public housing agencies (PHA) of several field changes that will be made available in the Voucher Management System (VMS) during the May 2016 VMS reporting period for April 2016 data. Many of the new fields provide for separate reporting of Special Purpose Voucher (SPVs) for all PHAs. In addition, MTW PHAs are being asked to provide additional information on Housing Assistance Payments (HAP).

The VMS Users' Manual will be updated to reflect the new fields, field definitions and associated hard edits and will be posted on the VMS Submission Page prior to this release. It is anticipated the revised Users' Manual will be available on April 26, 2016. In addition to updated field definitions in the Users' Guide, each field will also continue to have a "rollover" definition that can be accessed by the user within the VMS. This release will not have any impact on the May 2016 submission cycle; PHAs will be able to begin entering their April 2016 data on May 4 and the deadline for submission will be May 22.


Please note that the new and revised fields will be reflected in the VMS for months already submitted beginning with October 2015. All SPV information will be converted to the new fields for October 2015 forward and no PHA revision is necessary. At this time, PHAs are not required to enter data in new fields retroactively (RAD fields, MTW Unspent Cash fields, etc.). The fields will remain blank and PHAs will begin inserting data in all new fields effective with the April 2016 data submission cycle.

A summary of field changes is attached to this notification. PHAs are encouraged to review the list and to refer to the updated VMS Users' Manual for more detailed information pertaining to individual field requirements.

We appreciate your cooperation in ensuring accurate and timely submission of VMS data. If you have any questions regarding this VMS release please contact your assigned FMC Financial Analyst.

Sincerely,

Amy Ginger



Digital signed by Amy Ginger  
DN: CN = Amy Ginger, C = US,  
O = Housing Voucher Programs,  
OU = Director  
Reason: I am approving this document

Amy L. Ginger, Director  
Office of Housing Voucher Programs

## VMS FIELD REVISIONS/ADDITIONS – EFFECTIVE MAY 2016

### Tab 1 – Voucher UML/HAP

- Rental Assistance Component 1 (UML) – RAD 1 leasing information will no longer be reported in the Tenant Protection field
- Rental Assistance Component 1 (HAP) – RAD 1 expense information will no longer be reported in the Tenant Protection field
- Rental Assistance Component 2 (UML) – RAD 2 leasing information will no longer be reported in the Tenant Protection field
- Rental Assistance Component 2 (HAP) – RAD 2 expense information will no longer be reported in the Tenant Protection field
- One Year Mainstream - MTW (UML)
- One Year Mainstream - MTW (HAP)
- Family Unification - Non MTW (UML)
- Family Unification - Non MTW (HAP)
- Family Unification Pre2008 - MTW (UML)
- Family Unification Pre2008 - MTW (HAP)
- Family Unification 2008/Forward – MTW (UML)
- Family Unification 2008/Forward - MTW (HAP)
- Non Elderly Disabled - Non-MTW (UML)
- Non Elderly Disabled - Non-MTW (HAP)
- Non Elderly Disabled 2008 Forward – MTW (UML)
- Non Elderly Disabled 2008 Forward - MTW (HAP)
- MTW - Family Unification 2008/Forward HAP expenses after the First of the Month
- MTW - Family Unification pre-2008 HAP After the First of the Month
- MTW - Non-Elderly Disabled 2008/Forward HAP Expenses after the First of the Month
- MTW - VASH HAP Expenses after the First of the Month
- MTW - One year Mainstream HAP After the First of the Month
- Number of PBVs under AHAP and not under HAP
- Number of PBVs under HAP and leased
- Number of PBVs under HAP and not leased
- Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense
- Number of PBVs under HAP and not leased with vacancy payment and associated vacancy HAP expense

**Tab 2 – Income/Expenses**

- Unrestricted Net Position (UNP) as of the Last Day of the Month – formerly UNA field
- Net Restricted Position (NRP) as of the Last Day of the Month – formerly NRA field
- MTW - HCV Administrative Expenses
- MTW - Public Housing Rehabilitation
- MTW - Debt Service Repayment
- MTW - Development Activities
- MTW - Local Housing Program

**Other - Unspent Funds – MTW PHAs ONLY**

- Fund Source
- Unspent Fund Source (HCV, CAP, OP or MTW)
- Type of Account
- Activity
- Funds Committed
- Type of Commitment
- Funds Obligated
- Type of Obligation
- Date of Obligation
- Funds Expended from Commitment/Obligation
- Projected Date of Full Expenditure

**Tab 3 – Expense/Comment**

- MTW - Other - PHA to identify the type of expense incurred
- MTW - Other - Comments (PHA to identify the type of expenses incurred)

**Tab 4 – Disaster UML/HAP**

- Disaster Name
- Disaster Families Assisted
- Disaster Families Assisted (HAP)
- Disaster Security Deposit
- Disaster Security Deposit Returned
- Disaster Utility Deposit
- Disaster Utility Deposit Returned
- Disaster Administrative Expenditures
- Disaster Broker Fee