



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, D.C. 20410-8000

OFFICE OF THE ASSISTANT SECRETARY  
FOR HOUSING-FEDERAL HOUSING COMMISSIONER

July 2, 2001

**MEMORANDUM FOR:** Section 8 Non-Performance-Based Contract Administrators  
Section 8 Performance-Based Contract Administrators

**THROUGH:** Multifamily Hub Directors  
Section 8 Financial Management Center Director  
Contract Administration Oversight Monitors

**FROM:** Fred Tombar, Acting Deputy Assistant Secretary for  
Multifamily Housing Programs, HT

**SUBJECT:** Renewals of Project-Based Section 8 Housing Assistance  
Payments Contracts

The Office of Multifamily Housing Programs published revised policy on renewal of project-based Section 8 Housing Assistance Payments (HAP) contracts earlier this fiscal year. The Section 8 Renewal Policy Guide updates options for renewal of expiring contracts under Multifamily Housing's Section 8 subprograms and includes contract renewal formats for each option. This memorandum provides related guidance on funding for the HAP contract renewals and processing of renewal contracts administered under Annual Contributions Contracts (ACCs), including recently awarded statewide performance-based administration contracts (PB-ACCs). Restatement of policies outlined in the Renewal Policy Guide in this memorandum are made exclusively for continuity and context and are, therefore, subject to the Renewal Guide in the event of any inadvertent inconsistencies.

## **RENEWAL APPLICATIONS**

Owners of expiring HAP contracts or contract stages under Multifamily Housing's project-based Section 8 subprograms are required to submit renewal applications at least 120 days prior to the contract expiration date. A separate application must be submitted for each expiring HAP contract, except where multiple HAP contracts on the same multifamily property are to be combined. For HAP contracts administered under ACCs and PB-ACCs, the contract administrator's responsibilities include:

- Receiving renewal applications,
- Determining which must be forwarded to HUD's Office of Multifamily Housing Assistance Restructuring (OMHAR),
- Processing the remainder of HAP renewals according to instructions in the new Section 8 Renewal Policy Guide, and

- For PB-CAs, accurately entering renewal information in the Renewal Module of the Real Estate Management System (REMS) and promptly updating that information through the entire renewal procedure.
- For non-performance-based CAs, forwarding a copy of the owner’s renewal application to the HUD Program Center. Arrangements between the HUD Program Centers and contract administrators on responsibilities for processing the owner’s renewal package may vary for non-performance-based ACCs. Whether the renewal is processed by HUD or the CA, the HUD Program Center must assure that renewal information is accurately entered and maintained in the Renewal Module of REMS and that renewal contract information and rents are properly updated in Multifamily systems.

Contract renewals are authorized under the Multifamily Assisted Housing Reform and Affordability Act of 1997 (MAHRA), as amended by the Departments of Veterans Affairs and Housing and Urban Development, Independent Agencies Appropriations Act, 2000; the Preserving Affordable Housing for Senior Citizens and Families Into the 21<sup>st</sup> Century Act of 1999; and the Quality Housing and Work Responsibility Act of 1998 (QHWRA). Each expiring contract must be processed as an “Initial” or “Subsequent” renewal under MAHRA.

For MAHRA renewals of longer than one year, project owners are required to submit requests for annual rent increases as prescribed by the Renewal Guide. It is important that contract administrators enter these annual submissions in the REMS renewal module with the “Amend Rents Only” indicator (see Attachment 7).

## **RENEWAL TERM**

### **Term Length**

HAP contract renewal terms are generally from one to five years; however, longer terms are permitted at the discretion of Multifamily Hub Directors. Shorter term contracts may be appropriate occasionally and renewals referred to OMHAR may not exceed 12 months without a waiver. If the HAP contract is assigned to a contract administrator other than HUD, the ACC between HUD and the contract administrator may or may not require renewal.

Expiration of an individual HAP contract assigned to a statewide performance-based contract administrator has no effect on the term of the PB-ACC. Unlike the statewide PB-ACCs, other Housing ACCs facilitate administration of only one HAP contract and their respective terms were set in combination with the term of the associated assistance contract with the project owner.

**Accordingly, when a HAP under an ACC other than the statewide PB-ACC expires and contract administration is to continue under the original ACC, then the ACC must also be renewed in conjunction with renewal of the HAP contract.**

**When an ACC renewal is necessary, the term of renewal for the ACC between HUD and the contract administrator is no longer equal to the HAP renewal term. While the length of the HAP term may be longer than one year subject to availability of funds, the term of renewal for a non-performance based ACC between HUD and the contract administrator is limited to one year. After the extended ACC term, HUD may extend the ACC again, transfer contract administration to HUD, or assign the HAP contract to the PB-ACC between HUD and the statewide PB-CA.**

### **Effective Dates**

The effective date of a HAP contract renewal is the day after the HAP contract expires. Renewal rents take effect on the renewal effective date, with the possible exception of contracts with late renewal applications as explained below. Project owners are required to submit renewal requests at least 120 days prior to expiration of the HAP contract. The contract administrator must make every effort to complete the entire renewal procedure before the renewal effective date, including funding and contract processes. However, timing of renewal execution may be affected by an owner's failure to submit a complete application package on time since the contract administrator does have a full 120 days to complete the renewal procedure.

If the owner selects the Mark-Up-to Market option and the owner's renewal request is received by HUD or the contract administrator less than 120 days prior to the HAP contract expiration date, then the effective date of approved Mark-up-to-Market rents must be set according to the renewal package receipt date. The effective date of renewal rents will be 120 days, i.e. four (4) months, from the date the owner's renewal application is received. As a specific example, suppose an owner's option is Mark-Up-to-Market for a contract expiring on July 31<sup>st</sup> and the owner's renewal application is received after April 1<sup>st</sup>, say the receipt date is May 8<sup>th</sup>. Then, the renewal effective date is August 1<sup>st</sup>, but the effective date of the Mark-up-to-Market rents must be adjusted based the May 8<sup>th</sup> receipt date. To complete the example:

- Add four (4) months to the month of the date received to get the calculated Mark-up-to-Market rent effective date--September 8<sup>th</sup>.
- At the discretion of HUD or the contract administrator (depending on where the renewal processing occurs), the calculated rent effective date may be adjusted to begin on the 1<sup>st</sup> of the month in which the calculated rent effective date falls, except when the 1<sup>st</sup> is less than the renewal effective date. In the latter case, the adjustment is limited to the renewal effective date.
- In this example, the final effective date of the Mark-Up-to-Mark rents may be September 1<sup>st</sup> or September 8<sup>th</sup>, as determined by the contract administrator.

Although the rent effective date is obvious in most cases, a worksheet is attached for your reference whenever the rent effective date is not clear (See Attachment 5). Note that the worksheet is provided for your convenience; completion of the worksheet is not required.

## **RENEWAL BUDGET AUTHORITY**

HUD provides budget authority under the ACC or PB-ACC for contract renewals. Budget authority is the maximum amount of funds available for payment to the PHA for each HAP assigned to the contract administrator. Budget authority (BA) is based on an estimate of subsidy payments to the project owner under each HAP contract. Regardless of the length of the renewal term, budget authority provided at renewal is limited to estimated subsidy for a one-year period. Housing assistance payments for any year in accordance with the renewal contract are subject to the availability of sufficient appropriations.

While budget authority is necessary to support housing assistance payments under an ACC or PB-ACC, the amount of budget authority provided for a contract renewal is only an estimate of actual subsidy payments to which the project owner will be entitled, given the HAP renewal rents and required tenant contributions under the Section 8 program. If the budget authority estimate proves to be less than approved HAP subsidy payments and additional budget authority is available during the renewal term to support a BA-only increase, then HUD will increase budget authority to cover actual subsidy payments. On the other hand, if renewal budget authority exceeds actual housing assistance approved for payment to the project owner, HUD may recapture the excess BA.

Budget authority for multiyear HAP contracts is provided each year prior to the anniversary date of the renewal contract effective date. Since owners must submit requests for annual rent increases which are processed through the REMS renewal module, budget authority for additional years under a multiyear contract are processed similarly to funding for initial and subsequent renewals. This approach is consistent with the HUD Budget which provides for the annual funding need for multiyear contracts in the budget line item for contract renewals. If the owner does not submit a rent increase request prior to the renewal anniversary date, funding for an additional year under a multiyear contract may be processed to support payments in the next annual period at the previous year's rents.

### **BA for Renewal of Non-Performance-Based ACCs**

The Section 8 Financial Management Center (FMC) in Kansas City manages all ACCs which are not Multifamily performance-based ACCs. The financial analyst (FA) in the FMC monitors systems reports for upcoming ACC and HAP contract expirations and assists in completion of the renewal process before the expiration date when the expiring ACC is to be renewed. The FA calculates budget authority for the renewal term based on data from the most recent Year-End Settlement (YES), the ACC Budget, and the REMS Renewal Module.

The FMC works with the Office of Multifamily Housing to obtain sufficient budget authority to process renewals under non-performance-based ACCs. The FA verifies that funds assigned by the Office of Housing for that purpose and available in the Departmental accounting systems are sufficient to support calculated Renewal Budget Authority. If so, the FA reserves funds equal to the Renewal BA and facilitates generation and execution of the renewal ACC.

## **BA for HAP Renewals under Performance-Based ACCs**

Multifamily performance-based ACCs are managed by the respective Multifamily Hub through the Contract Administration Oversight Monitor (CAOM). The CAOM monitors systems reports for expiring HAP contracts assigned to the contract administrator under a PB-ACC and works with funding specialists in the Hub or the Multifamily Program Center in the state where the contract is located to revise budget authority available under the PB-ACC for the expiring HAP contract. The PB-CA should also notify the CAOM, by whatever communications method is agreed upon between the respective PB-CA and CAOM, when contract renewals are processed and the “Rents Final” indicator is set to “Yes” in the REMS contract renewal module.

Renewal budget authority for HAP contracts expiring under PB-ACCs is calculated using recent subsidy payments to the project owner under the HAP contract. HUD generally computes budget authority.

- An average billed subsidy is determined by:

$$\begin{array}{l} \text{Total HAP subsidy over the most recent six voucher months} \\ \text{divided by} \\ \text{Sum of billed units for the corresponding monthly voucher periods} \end{array}$$

- This average monthly subsidy per billed unit is multiplied by total HAP units under contract to assure that the renewal budget authority addresses the total number of units being renewed. When six months of voucher payments are not available, the computation of Average Monthly Subsidy is based on the number of months for which data are available, provided that at least three monthly vouchers from the most recent six month period are found. Several alternative methods of computing an average monthly subsidy are used when the three month minimum cannot be met.
- Before Renewal BA can be determined, gross rent potential using expiring rents and gross rent potential using renewal rents are calculated to determine the extent to which subsidy requirements will increase (or decrease) as a result of implementing the renewal rents. The Change in Monthly Gross Rent Potential equals:

$$\begin{array}{l} \text{Monthly Gross Potential with Renewal Rents} \\ \text{Minus} \\ \text{Monthly Gross Potential with Expiring Rents} \end{array}$$

where Monthly Gross Potential is the summation of number of units times gross rent over all unique rent levels assisted under the HAP contract.

- Therefore, Renewal Budget Authority is approximately equal to:

$$\frac{[\text{Average Monthly Subsidy} \\ \text{Plus (or Minus)} \\ \text{Change in Monthly Gross Rent Potential}] \\ \text{Times} \\ \text{Smaller of 12 Months or No. of Months in Renewal Term}}$$

When the percentage increase in gross rent potential is less than five percent, an acceptable alternative method of computing Renewal Budget Authority is to increase the Average Monthly Subsidy by five percent, i.e.,

$$\frac{1.05 \text{ Times Average Monthly Subsidy} \\ \text{Times} \\ \text{Smaller of 12 Months or No. of Months in Renewal Term}}$$

Using the alternative method with renewal rents set by an OCAF multiplier well below five percent, for example, can simplify the determination of Renewal Budget Authority.

Planned modifications to the REMS system and upgrades to the interface between REMS and the TRACS/ARAMS funding module will eventually compute the Change in Monthly Gross Rent Potential automatically and alert HUD field staff of the need for renewal funding under performance-based ACCs. Until these system enhancements are in place, PB-CAs should advise the CAOM of the Change in Monthly Gross Rent Potential and Percentage Change in Rent Potential when renewal rents are finalized in REMS.

The Multifamily HUD office computes Renewal Budget Authority, reserves renewal funds in the HUD accounting systems, and prepares a Transaction PB-ACC Amendment increasing budget authority to cover the HAP contract renewals. To give the PB-CA advance notification of renewal funding amounts so that HAP renewal documents can be prepared, the CAOM should fax a copy of the ARAMS reservation clearance document to the contract administrator, with the understanding that corresponding HAP renewal contracts will not be fully executed until the PB-CA receives a Transaction ACC Amendment from HUD formally notifying the PB-CA of budget authority increases for specific HAP contracts. The format of the reservation clearance report is included as Attachment 5 (titled TRACS/ ARAMS Reservations for Approval Report).

In preparing HAP funding documents, the contract administrator should be governed by the funding calculations provided by HUD. Enter renewal budget authority on the “Notification of Section 8 Rents and Funding” form (see Attachment 4). Verify that the amount shown on the Notification form does not exceed budget authority for that contract on Exhibit X of the Transaction ACC Amendment. The amount cited on the Notification of Funding is an estimate of subsidy to be paid over the renewal term; however, it does not limit subsidy to which the owner is entitled. Actual subsidy is a function of the Section 8 gross rents and required contributions of households assisted under the contract. There may be a requirement for HUD to increase

funding during the renewal term to cover cumulative actual payments when they outpace the funding estimate. If the contract administrator's estimate of subsidy payments exceeds the HUD estimate, then the form HUD-52663 entered in LOCCS should reflect the contract administrator's higher expectation. Ongoing monitoring of amendment needs will utilize the PB-CA's projections as reported in LOCCS.

## **RENEWAL CONTRACTS AND NOTIFICATION FORMS**

**For non-performance-based ACCs** which are going to be renewed, the Kansas City FMC sends the ACC renewal agreement to the contract administrator. The contract form used to extend the term of a non-performance-based ACC is Attachment 2A.

The Multifamily Program Center or the Office of Housing Assistance Contract Administration Oversight in HUD Headquarters must notify the FMC of which non-performance-based ACCs will not be renewed. If the ACC renewal is not forthcoming, such as when the HAP contract will be assigned to the state's Performance-Based ACC at HAP renewal or the renewal anniversary date, then follow the procedures for transfer of responsibility to HUD or the PB-CA.

- *When the HAP renewal is an Initial or Subsequent renewal* and a non-performance-based ACC renewal of up to one year has been received from the FMC, the HAP renewal contract is usually executed between the project owner and contract administrator.
  - In addition to the HAP renewal contract appropriate for the respective renewal option, the contract administrator or HUD (depending on where the HAP renewal processing occurs) prepares a Notification of Section 8 Rents and Funding to inform the project owner of gross rents and budget authority available for housing assistance payments in the first year of the renewal term. A format for the Notification is included at Attachment 4 to this memorandum.

The amount shown on the Notification of Funding to the project owner must be based on the ACC renewal received from the FMC, but may be less than ACC renewal budget authority by an amount equal to anticipated administrative fees over the ACC renewal term.

- The contract administrator must forward to the Kansas City FMC and the Multifamily Program Center copies of:
  - (1) the fully executed HAP renewal contract and
  - (2) the Notification of Section 8 Rents and Fundingas sent to the project owner. Once the financial analyst in the FMC verifies the executed HAP contract, the ACC payment schedule can be established and implemented, provided that routine ACC budget and requisition forms have also been received from the housing agency.

- *When the HAP renewal is for an additional year of a multiyear HAP renewal contract* (i.e., after Year 1) and non-performance-based contract administration is to continue, receipt by the contract administrator of an ACC Renewal or ACC Budget Authority Amendment from the FMC is necessary. An ACC renewal agreement will be provided by the FMC when the ACC term is expiring (Attachment 2A). However, if the ACC was renewed in a prior year with an initial one-year term followed by a specified number of automatic additional one-year terms corresponding to the HAP renewal term and subject to availability of budget authority, an ACC Amendment for Budget Authority will be the document provided to the contract administrator (see Attachment 2B). A rent increase request from the owner pursuant to the Section 8 Renewal Policy Guide may be on hand also.
- The contract administrator or HUD Program Center (depending on where the HAP renewal processing occurs) must promptly enter renewal data in the Real Estate Management System (REMS) reflecting their review and approval of the annual rent increase. The rent data must be available to the FMC for preparation of the ACC Renewal or Budget Authority Amendment. Following receipt of the ACC Renewal or Amendment contract from the FMC, the contract administrator (or HUD if the Multifamily Program Center is responsible for renewal processing) should execute a Revised [HAPC] Exhibit A and a Notification of Section 8 Rents and Funding showing the gross rents and budget authority available for housing assistance payments in the next annual period. The Revised Exhibit A format is at Attachment 3 and the Notification is shown at Attachment 4 of this memorandum. A renewal contract is not required; the owner's signature is not required.
- If the owner does not request a rent increase as available by the Section 8 Renewal Policy Guide, the contract administrator may prepare the Notification form upon receipt of the ACC Renewal or Budget Authority Amendment from the FMC, leaving the rents section of the Notification blank.
- The contract administrator must forward to the Kansas City FMC and the Multifamily Program Center, copies of Revised Exhibit A and the Notification of Section 8 Rents and Funding as sent to the project owner. Once the financial analyst at the FMC verifies the HAP contract documents, the ACC payment schedule can be established and implemented, provided that routine ACC budget and requisition forms have also been received from the housing agency.

**Performance-based ACCs** are revised to increase budget authority for renewal of HAP contracts assigned to the PB-CA. The PB-CA must receive a Transaction ACC Amendment from the HUD office before executing the HAP contract renewal between the PB-CA and the project owner.

The Transaction ACC Amendment is a notification to the PB-CA of changes in budget authority. The document shown in Attachment 3 of this memorandum resembles the computer generated document forthcoming from HUD field offices.

The exhibit accompanying the Transaction ACC Amendment does not present a comprehensive update of Exhibits B and C to the PB-ACC. When the transactional amendment is for contract renewals, only increases in budget authority associated with the specific HAP contract renewals included in the notification are displayed in the amendment's exhibit. Budget authority listed on the Transaction ACC Amendment for contract renewals are budget authority increases, not balances.

When the PB-CA receives the notification of renewal budget authority conveyed in a Transaction ACC Amendment, then the corresponding HAP contract renewals may be fully executed and/or the Notification of Section 8 Rents and Funding may be signed and sent to the project owner.

- *When the HAP renewal is an Initial or Subsequent renewal*, the HAP renewal contract is prepared by the PB-CA according to the Section 8 Renewal Policy Guide and the Transaction ACC Amendment received from HUD. The HAP renewal contract is usually executed by the project owner and the PB-CA.
  - In addition to the renewal contract appropriate for the option selected by the project owner, a Notification of Section 8 Rents and Funding must also be prepared and provided to the project owner. The Notification of Funding establishes the amount of budget authority (BA) made available for the first year of the renewal contract. Budget authority cited in the Notification must not exceed corresponding BA on the Transaction ACC Amendment received from HUD. The Notification form is shown in Attachment 4 to this memorandum.

Note that the Notification form is executed by the PB-CA, but does not require the owner's signature. However, the owner's signature is required on the HAP renewal contract. It is acceptable, therefore, to obtain the owner's signature on the HAP contract while funds are processed at HUD. After the PB-CA receives the Transaction ACC Amendment from HUD, only then can both the HAP renewal contract and Notification of Section 8 Rents and Funding be executed and forwarded to the project owner.

- The PB-CA must send to HUD's CFO Accounting Center in Ft. Worth, TX and to the Multifamily Program Center copies of:
  - (1) the fully executed HAP renewal contract and
  - (2) Notification of Section 8 Rents and Fundingas sent to the project owner. The Accounting Center will verify that the HAP renewal contract and Notification do not exceed the reservation processed by the HUD field office for the given HAP contract and will make the necessary entries in HUD accounting systems to contract the renewal funds and make them available for payments under the PB-ACC. Housing assistance payments cannot be made under the PB-ACC for the renewal term until the HAP renewal documents have been received and entered in Ft. Worth.

- *For an additional year of a multiyear HAP renewal term* (i.e., after Year 1), receipt by the contract administrator of the Transaction ACC Amendment listing the respective HAP contract number and renewal budget authority amount is necessary. A rent increase request from the owner pursuant to the Section 8 Renewal Policy Guide may be on hand also.
  - When the owner's request for annual rent increase is received and approved as prescribed in the Section 8 Renewal Policy Guide, the PB-CA must prepare a Revised [HAPC] Exhibit A, in the format at Attachment 3 of this memorandum. In addition, the PB-CA prepares a Notification of Section 8 Rents and Funding, the format at Attachment 4, for each contract on the Exhibit X listing of budget authority increases in the Transaction ACC Amendment received from the HUD office.
  - Since the term of the renewal was established in the initial or subsequent renewal contract, subject to the availability of sufficient appropriations to make HAP payments for any year in accordance with the renewal contract and available for that purpose, the Notification of Section 8 Rents and Funding informs the project owner of the increase in budget authority available for payments against the HAP contract in the next year of the renewal term. The budget authority increase may not be the full amount of estimated subsidy payments for the upcoming year to the extent that a budget authority balance from the prior year(s) is projected by the HUD office.
  - The rents section of the Notification form confirms approved gross rents corresponding to contract rents in Revised Exhibit A. The Notification displays utility allowances and gross rents. For contracts without a utility allowance, i.e. where contract rent = gross rent, the Rents section of the Notification may be completed by a reference to Revised Exhibit A.
  - Revised Exhibit A and the Notification of Section 8 Rents and Funding are executed by the PB-CA, but the project owner's signature is not required.
  - If the owner does not request a rent increase as provided for in the Section 8 Renewal Policy Guide, the PB-CA may coordinate with the HUD office to obtain funding for an additional year of subsidy payments at current rent. The PB-CA would then prepare a Notification of Section 8 Rents and Funding form, leaving the Rents section blank.
  - The PB-CA must send the executed Revised Exhibit A and Notification of Section 8 Rents and Funding for each contract listed on the Transaction ACC Amendment to the respective project owner, with copies to the Multifamily Program Center. For Transaction ACC Amendments prepared by the HUD office after June 25, 2001, the PB-CA should no longer send copies of these documents to the CFO Accounting Center in Ft. Worth when the renewal funding is for an additional year of a multiyear HAP renewal term (after Year 1).

- The PB-CA can confirm that budget authority consistent with the Transaction ACC Amendment has been obligated for the additional year of a multiyear HAP contract by reviewing data in the PAS/LOCCS accounting system for that HAP contract.

## **SUBSIDY PAYMENTS**

### **Non-Performance-Based ACCs**

Payments under non-performance-based ACCs are made according to the payment schedule established in HUD's HUDCAPS accounting system by the Kansas City Section 8 Financial Management Center. The HUDCAPS payment schedule is based on the contract administrator's forms HUD52673, HUD-52663, and HUD 52672. Revision of these forms in conjunction with contract renewal may be required and should be coordinated with the Financial Analyst in the FMC.

### **Performance-Based ACCs**

Beginning with subsidy payments for the month of April 2001, payments of subsidy for HAP contracts assigned to a performance-based contract administrator are no longer made according to the monthly schedule established on the PB-CA's Requisition for Partial Payment of Annual Contributions (HUD-52663). Instead, subsidy payments are based on the PB-CA's submissions of monthly subsidy vouchers to Multifamily Housing's TRACS system.

TRACS forwards payment requests received from a PB-CA to HUD's LOCCS disbursing system for contracts assigned to the PB-CA and in effect as of the voucher period, provided that an Annual Requisition (Form HUD-52663) has been established in the LOCCS system for the respective HAP contract.

- If the voucher month on the TRACS Monthly Activity Transmission (MAT-30) is since the effective date of the initial CAOM-approved HUD-52663 in LOCCS, then TRACS will not perform its usual voucher edits and LOCCS will schedule a transfer of funds to the PB-CA's financial institution.
- If the voucher month on the MAT-30 voucher transmission received from the PB-CA is prior to the effective date of the initial HUD-52663 as approved in LOCCS, including unpaid voucher months prior to the effective date of the PB-ACC, then TRACS will perform its usual edits as if the voucher request had been received from the owner/agent, and LOCCS will schedule a transfer of funds to the project's financial institution of record in LOCCS.

For contracts assigned to a PB-CA, TRACS will no longer accept voucher transmissions directly from the project owner/agent after the first TRACS transmission for that Section 8 contract is received from the PB-CA (either MAT-10 tenant certifications or MAT-30 voucher requests). When this first CA transmission is prior to the effective date of the approved HUD-52663 in LOCCS and there are unpaid voucher months prior to the effective date of the HUD-52663, then the CA must receive and relay to HUD any "old" MAT-30

voucher transmissions for unpaid voucher months prior to the initial HUD-52663 effective date. However, the CA is not held responsible for the accuracy of vouchers pertaining to subsidy periods prior to the effective date of the HUD-52663.

Since all of these HAP contracts were paid through the TRACS/LOCCS interface prior to assignment to the PB-CA, the project's banking information is available in the LOCCS disbursing system. Owners with a need to transmit "old" vouchers through the PB-CA should be advised to verify and update their LOCCS banking information with the CFO's Accounting Center if it has changed since the contract was assigned to the PB-CA. Updated forms SF-1199A should be sent to Ruth Darden in the CFO Accounting Center at Ft. Worth.

## **MAILING ADDRESSES**

### **Non-Performance-Based ACCs**

Mailing addresses for materials to be forwarded to the Section 8 Financial Management Center regarding contracts under non-performance-based ACCs vary depending upon the location of the FMC Financial Analyst assigned to the respective Multifamily HUD office. Contract administrators should continue to use customary mailing addresses.

### **Performance-Based ACCs**

The mailing address for routine mailings to the CFO Accounting Center in Ft. Worth, TX:

CFO Accounting Center  
PO Box 901013  
Fort Worth, TX 76101

For Fed Ex deliveries, the address is:

CFO Accounting Center  
25<sup>th</sup> Floor, Mail Room  
801 Cherry Street  
Fort Worth, TX 76102

## **LIST OF ATTACHMENTS**

- 1A - Checklist for Non-Performance Based Contract Administrators
- 1B - Checklist for Performance - Based Contract Administrators
- 2A - Non-Performance-Based ACC Renewal  
(Maximum Renewal Term of One Year)
- 2B - Non-Performance-Based ACC  
Budget Authority Amendment
- 3 - Transaction ACC Amendment
- 4 - Notification of Section 8 Rents and Funding
- 5 - TRACS/ARAMS Reservations for Approval Report (Format)
- 6 - Rent Effective Date Worksheet
- 7 - Selected REMS Renewal Module screens

## **ATTACHMENT 1**

1A - Checklist for Non-Performance Based Contract Administrators

1B - Checklist for Performance - Based Contract Administrators

**CHECKLIST FOR CONTRACT RENEWALS**  
**For Multifamily Housing Section 8 HAP Contracts Assigned to a**  
**Non-Performance-Based Contract Administrator**

Task ID	Task Description	CA	HUD Field Office	Section 8 FMC (Kansas Cty)	Owner/ Agent
A	Complete and Submit Attachment 3				X
B	Receive Attachment 3 from Owner	X	or X		
C	Forward copy of Attachment 3 to HUD FO (If Applicable)	X			
D	Complete REMS Renewal Module		X		
E	Set REMS Rents Final Indicator to "Yes"		X		
F	Compute Increase in Rent Potential	X	or X		
G	Notify Kansas City S8 FMC Financial Analyst	X	or X		
H	Reserve Renewal Funds in HUD Accounting System			X	
I	Prepare ACC Renewal Not to Exceed One (1) Year			X	
J	Send Executed ACC Renewal to CA, Update HUDCAPS and Notify FO			X	
K	Prepare HAP Renewal Contract and/or Notification (1) Initial/Subsequent Renewal – Prepare HAP Renewal Contract and Notification of Funding (2) Additional Year of Multiyear Contract – Prepare Revised Exhibit A and Notification of S8 Rents and Funding	X	or X		
N	Receive Owner Signature on HAP Renewal Contract	X			
O	Execute HAP Renewal Contract and/or Notification	X			
P	Send Fully Executed Documents to Owner, HUD FO (or CA), <u>and</u> Kansas City Section 8 Financial Management Center (FMC): (1) Initial/Subsequent Renewal – Send HAP Renewal Contract and Notification of Funding (2) Additional Year of Multiyear Contract – Send Revised Exhibit A and Notification of S8 Rents and Funding	X	or X		
Q	Revise Requisition for Annual Contributions (HUD 52663) and required related forms. Forward to Kansas City S8 Financial Management Center.	X			
R	Enter Revised Requisition for Annual Contributions (HUD-52663) HUDCAPS to Continue Payments to CA through Renewal Term			X	
S	Update Other Multifamily Housing Systems with HAP Renewal and Rent Information		X		
T	Monitor Receipt of Attachment 3 Before Next Renewal Expiration/Anniversary Date	X	or X		

Revised 6/28/2001

**CHECKLIST FOR CONTRACT RENEWALS**  
**For Multifamily Housing Project-Based HAP Contracts Assigned to a**  
**Performance-Based Contract Administrator**

Task ID	Task Description	Perf. Based-CA	HUD Field Office	CFO Acctg Ctr. (Ft. Worth)	Owner/Agent
A	Complete and Submit Attachment 3				X
B	Receive Attachment 3 from Owner	X			
C	Forward copy of Attachment 3 to HUD FO	X			
D	Complete REMS Renewal Module	X			
E	Set REMS Rents Final Indicator to "Yes"	X			
F	Compute Increase in Rent Potential	X			
G	Notify HUD Funding Specialist (through CAOM)	X			
H	Prepare Reservation of Renewal Funds		X		
I	Notify CA of Reservation in Processing		X		
J	Prepare Transaction ACC Amendment		X		
K	Prepare HAP Renewal Contract and/or Notification (1) Initial/Subsequent Renewal – Prepare HAP Renewal Contract and Notification of Funding (2) Additional Year of Multiyear Contract – Prepare Revised Exhibit A and Notification of S8 Rents and Funding	X			
L	Confirm Reservation in HUD Accounting System		X		
M	Send Executed Transaction ACC Amendment to CA		X		
N	Receive Owner Signature on HAP Renewal Contract	X			
O	Execute HAP Renewal Contract and/or Notification (1) Initial/Subsequent Renewal – HAP Renewal Contract and Notification of Funding (2) Additional Year of Multiyear Contract – Notification of S8 Rents and Funding	X			
P	Distribute executed documents: (1) Initial/Subsequent Renewal - Send fully executed documents to Owner, HUD FO <u>and</u> CFO Accounting Center in Ft. Worth. (2) Additional Year of Multiyear Contract - Send fully executed documents to Owner and HUD field office.	X			
Q	Update HUD Accounting System (PAS/LOCCS) to Contracted Funds Status			X	
R	Update Other Multifamily Systems with HAP Renewal and Rent Information		X		
S	Submit Approved Subsidy Vouchers to TRACS Monthly during Renewal Term	X			
T	Enter Requisition for Annual Contributions (HUD-52663) in LOCCS Annually 60-90 days before CA FY	X			
U	Monitor Receipt of Attachment 3 Before Next Renewal Expiration/Anniversary Date	X			

Revised 6/28/2001

**ATTACHMENT 2**

2A - Renewal of Annual Contributions Contract  
Non-Performance-Based Renewal (Extension)

2B - Amendment for Budget Authority

**ATTACHMENT 2A**

---

**UNITED STATES**  
Department of Housing and Urban Development

**Project-based Section 8 Contract Administration**

**RENEWAL OF  
ANNUAL CONTRIBUTIONS CONTRACT**

The name of the contract administrator is: \_\_\_\_\_ . The contract administrator is a public housing agency (PHA) as defined in the United States Housing Act of 1937.

The contract administrator and the U.S. Department of Housing and Urban Development (HUD) hereby agree to extend the expiration date of the Annual Contributions Contract for the project identified below, to the earlier of:

1. \_\_\_\_\_,
2. The expiration or termination of the term of Section 8 HAP Contract for the project (including any renewal of the HAP contract), or
3. Upon notice from HUD that HUD is transferring contract administration of the underlying HAP contract to HUD or a new contract administrator.

During the extended ACC term, the contract administrator shall provide Section 8 contract administration services for the HAP contract in accordance with the ACC and HUD requirements

The maximum amount of the commitment for the annual contributions under the ACC will be \$ \_\_\_\_\_. Such amount shall be subject to availability, as determined by HUD in accordance with HUD requirements, of sufficient appropriated funds (budget authority), as provided in appropriations acts.

---

**Annual Contributions Contract Number:** \_\_\_\_\_

**Section 8 HAP Contract Number:** \_\_\_\_\_

**Section 8 Project Number:** \_\_\_\_\_

**Project Name:**

**Project Location:**

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**SIGNATURES**

**CONTRACT ADMINISTRATOR**

**Name of Contract Administrator (Print)**

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By: \_\_\_\_\_  
Signature of authorized contract administrator representative

\_\_\_\_\_  
Name and title (Print)

Date \_\_\_\_\_

**Address of Contract Administrator:**

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Date \_\_\_\_\_

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**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

By \_\_\_\_\_  
Signature of authorized HUD representative

\_\_\_\_\_  
Name and title (Print)

Date \_\_\_\_\_

**ATTACHMENT 2B**

**UNITED STATES**  
**Department of Housing and Urban Development**  
**Project-based Section 8 Contract Administration**

**ANNUAL CONTRIBUTIONS CONTRACT**  
**AMENDMENT (BUDGET AUTHORITY)**

The name of the contract administrator is: \_\_\_\_\_ . The contract administrator is a public housing agency (PHA) as defined in the United States Housing Act of 1937.

The contract administrator and the U.S. Department of Housing and Urban Development (HUD) hereby amend the Annual Contributions Contract for the project identified below, to provide that, after the effective date of this ACC Amendment, the maximum amount of the commitment for the annual contributions under the ACC will be \$ \_\_\_\_\_. Such amount shall be subject to availability, as determined by HUD in accordance with HUD requirements, of sufficient appropriated funds (budget authority), as provided in appropriations acts.

Amendment effective date:

This ACC amendment shall be effective on:

\_\_\_\_\_  
Date when ACC amendment is effective (Insert first day of calendar month).

**Annual Contributions Contract Number:** \_\_\_\_\_

**Section 8 HAP Contract Number:** \_\_\_\_\_

**Section 8 Project Number:** \_\_\_\_\_

**Project Name:**

**Project Location:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURES**

**CONTRACT ADMINISTRATOR**

**Name of Contract Administrator (Print)**

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---

By: \_\_\_\_\_  
Signature of authorized contract administrator representative

\_\_\_\_\_  
Name and title (Print)

Date \_\_\_\_\_

**Address of Contract Administrator:**

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Date \_\_\_\_\_

---

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**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

By \_\_\_\_\_  
Signature of authorized HUD representative

\_\_\_\_\_  
Name and title (Print)

Date \_\_\_\_\_

---

**ATTACHMENT 3**

Transaction ACC Amendment:

HUD Notice to Public Housing Agency  
Amendment of Annual Contributions Contract  
Project-Based Section 8 Contract Administration

TRANSACTION ACC AMENDMENT

HUD NOTICE TO PUBLIC HOUSING AGENCY  
AMENDMENT OF ANNUAL CONTRIBUTIONS CONTRACT

PROJECT-BASED SECTION 8 CONTRACT ADMINISTRATION

**This is a notice to:**

\_\_\_\_\_

Print name of PHA

1. **DEFINITIONS**

**ACC.** Annual Contributions Contract. The ACC is a contract between the PHA and HUD. In the ACC, the PHA has agreed to provide contract administration services for covered units receiving project-based Section 8 housing assistance.

**BUDGET AUTHORITY.** The maximum amount of funds available for payment by HUD to the PHA.. Budget authority is authorized and appropriated by Congress. The amount of budget authority for each HAP contract is listed on Exhibit C of the ACC.

**COVERED UNITS.** Section 8 assisted units for which the PHA provides contract administration services under the ACC.

**FUNDING INCREMENT.** Each commitment of funds (budget authority) by HUD to the PHA for a HAP contract under the ACC. The funding increments are listed on Exhibit C of the ACC.

**HAP CONTRACT.** A Section 8 Housing Assistance Payments Contract. The HAP contracts for covered units are listed on Exhibit B of the ACC.

**HUD.** The United States Department of Housing and Urban Development.

**PHA.** Public Housing Agency

**PUBLIC HOUSING AGENCY (PHA).** The agency that has entered the ACC with HUD. Such agency is a “public housing agency” as defined in Section 3 of the United States Housing Act of 1937 (42 U.S.C. 1437a(b)(6)).

**SECTION 8.** Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f).

## 2. **AMENDMENT OF ACC BUDGET AUTHORITY AMOUNTS**

- A. In accordance with Paragraph 2.c of the ACC, you are notified that the ACC is amended, on the effective date of this notice, to increase or decrease budget authority by the amounts listed in Exhibit X of this notice.
- B. This notice amends the ACC for each of the amendment transactions listed on Exhibit X. Each transaction increases or decreases the amount of budget authority (as specified in Exhibit B of the ACC) for covered units in a project. The project is identified by project name and HAP contract number.
- C. For each amendment transaction, Exhibit X specifies the amount of budget authority increase or decrease for the HAP contract. . Decrease is indicated by placing the budget authority amount between parentheses. Otherwise the stated amount is an increase of budget authority.

3. **PURPOSE OF AMENDMENT**

Each of the amendment transaction listed is for one or more of the following purposes, as designated by the transaction codes listed below. Exhibit X specifies the appropriate transaction code for each amendment transaction.

<b>Codes</b>	<b>Purpose of amendment</b>
Code A	To increase budget authority
Code B	To decrease budget authority, if HUD determines that such funding was mistakenly added or is otherwise incorrect.
Code C	To decrease budget authority for a HAP contract if the HAP contract has expired or been terminated.
Code D	To decrease budget authority in connection with portfolio reengineering.

**5. Amendment effective date**

This ACC amendment shall be effective on:  
\_\_\_\_\_  
Insert date when the transaction amendment is effective.

**HUD notice to PHA executed by:**  
**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

\_\_\_\_\_  
Signature of authorized HUD representative

\_\_\_\_\_  
Print name and official title

\_\_\_\_\_  
Date

## Exhibit X

Code	HAP Contract No.	Project Name	Budget Authority
------	------------------	--------------	------------------

\$

**ATTACHMENT 4**

Revised (HAP) Exhibit A:

Identification of Units (“Contract Units”) by Size and Applicable Contract Rents



**ATTACHMENT 5**

Notification of Section 8 Contract Rents and Funding

**NOTIFICATION OF SECTION 8 CONTRACT RENTS AND FUNDING**

FOR (Check one):     Initial Renewal    Subsequent Renewal    Amend Rent/BA Only

Section 8 Contract No. \_\_\_\_\_ Expires on \_\_\_\_\_

Owner Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

FHA Project No.: \_\_\_\_\_

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”) BY SIZE  
AND APPLICABLE CONTRACT RENTS**

Rent Effective Date \_\_\_/\_\_\_/\_\_\_

**No. of Units    No. of Bedrooms    Contract Rent    Utility Allowance    Gross Rent**

(If Blank, then No Change in Rents)

**FUNDING**

**BUDGET AUTHORITY INCREASE: \$ \_\_\_\_\_**

**Contract/Renewal Effective Date \_\_\_/\_\_\_/\_\_\_    Expiration Date \_\_\_/\_\_\_/\_\_\_**

**Notice to Owner executed by:  
HUD or CONTRACT ADMINISTRATOR**

**By: \_\_\_\_\_ (Signature)**  
\_\_\_\_\_  
**(Printed Name)**  
\_\_\_\_\_  
**(Official Title)**  
\_\_\_\_\_  
**(Date)**

## INSTRUCTIONS FOR PREPARING NOTIFICATION OF SECTION 8 CONTRACT RENTS AND FUNDING

1. Check “**Initial Renewal**” when the rent change and/or funding action applies to an Initial Renewal as defined in the Section 8 Renewal Policy Guide, or  
Check “**Subsequent Renewal**” when the rent change and/or funding action applies to a Subsequent Renewal as defined in the Section 8 Renewal Policy Guide, or  
Check “**Amend Rent/BA Only**” when the rent change and/or funding action is the annual rent change and/or funding increment for the current multiyear renewal term. Also check Amend Rent/BA when the funding action increases budget authority for an existing contract term for any other reason.
2. **Section 8 Contract No.** - Enter the contract number to which rents and/or funding apply. If multiple Housing Assistance Payments (HAP) contracts are being combined, the Section 8 No. should match the surviving contract no. in the REMS Renewal Module and the contract no. for which funds are reserved.
3. **Expires On** -  
For Initial or Subsequent Renewals, enter the expiration date of the expiring contract term.  
For Amend Rent/BA Only transactions, enter the overall expiration date of the contract term to which the rent change and/or funding action applies.
4. **Owner Name/ Project Name/ Project Location/FHA Project No.** - Enter information corresponding to the specified Section 8 contract no.

**Identification of Units (“Contract Units”) By Size and Applicable Contract Rents:** Complete this section when the Notification form documents a change in unit mix\* and/or contract rents. This form is completed in addition to Exhibit A included in an Initial or Subsequent Renewal contract; and a Revised Exhibit A is required in addition to this form for each of the annual rent increases authorized after the first year of a multiyear renewal contract. Leave the section blank when the Notification pertains exclusively to a funding action and there are no changes in unit mix and/or rents.

\* A change in unit mix may be a reconfiguration of the number of contract units for each unit type or a total unit reduction. This form may NOT be used to implement an increase in the total number of units under contract.

5. **No. of Units** - Enter the number of units under contract for each unit type assisted.
6. **No. of Bedrooms** - List each unique unit type assisted under the contract.
7. **Contract Rent** - Enter the approved Section 8 contract rent corresponding to each unit type.
8. **Utility Allowance** - Enter utility allowances by unit type, where applicable.
9. **Gross Rent** - Sum Contract Rent and Utility Allowance for each contract unit type.

**Funding:** Complete this section only when a budget authority increase applies.

10. **Budget Authority Increase** - Amount of budget authority increase provided for the HAP contract.
11. **Contract/Renewal Effective Date** -  
For Initial or Subsequent Renewals, enter the effective date of the renewal term.  
For Amend Rent/BA Only, enter the effective date of the contract term to which the budget authority increase applies. If the current term is a contract renewal term, enter effective date of renewal term.
12. **Expiration Date** -  
For Initial or Subsequent Renewal, enter the overall expiration date of the renewal term. For example, if the contract renewal is for five years, then the Expiration Date is five years from the renewal effective date.  
For Amend Rent/BA Only, enter the overall expiration date of the contract or renewal term to which the budget authority increase applies.

**Signature:** To be completed by an authorized official of HUD or its contract administrator.

**ATTACHMENT 5**

TRACS/ARAMS Reservations for Approval Report (Format)

# TRACS/ARAMS Reservations for Approval Report

**Program Center:**

Project Name	Funding Code	Contract Number	FFY	Suffix	Total Units	Expiration Date	Contract Authority	Budget Authority
--------------	--------------	-----------------	-----	--------	-------------	-----------------	--------------------	------------------

[Project List]

**Subtotal (n reservations):**

\$

\$

**Total Renewals:**

\$

\$

**Batch Number:**

**ATTACHMENT 6**

Rent Effective Date Worksheet

**WORKSHEET FOR ADJUSTED RENT EFFECTIVE DATE  
Renewals Received after Due Date**

1. Renewal Effective Date: \_\_\_\_\_ **(Date 1)**  
Contract Expiration Date + 1 Day
2. Completed Owner Application Received: \_\_\_\_\_ **(Date 2)**
3. Owner's Application Due Date: \_\_\_\_\_ **(Date 3)**  
120 days before (Date 1)
4. Owner's Application Received Late? \_\_\_\_\_ **Yes**, when Date 2 > Date 3.  
\_\_\_\_\_ **No**, otherwise.  
**If No, STOP here;** worksheet does not apply.  
Rent Effective Date = Renewal Effective Date.
5. Renewal Option is Mark-Up-to-Market? \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**  
**(If Yes, then Adjusted Rent Effective Date is required. Continue on to #6.)**  
  
**If No, STOP Here:** Rent Effective Date = Renewal Effective Date.
6. Month of Rent Effective Date (mm/yyyy): \_\_\_\_\_  
Month in (Date 2) + 4 months
7. Calculated  
Rent Effective Date: \_\_\_\_\_ **(Date 4)**  
Month from #6 / Day from (Date 2) / Year from #6
8. Adjust Rent Effective Date to earlier in the month? \_\_\_ **Yes** \_\_\_ **No** (CA Discretion)  
  
**If No, STOP here:** Final Rent Effective Date = (Date 4).  
**Otherwise,** continue.
9. 1<sup>st</sup> day of Month in #6: \_\_\_\_\_ **(Date 5)**
10. Earliest Possible Rent Effective Date: \_\_\_\_\_ **(Date 6)**  
Later of (Date 1) and (Date 5)
11. Final (Adjusted) Rent Effective Date \_\_\_\_\_  
Date Between (Date 6) and (Date 4)

<b>Examples:</b>	<b>#1</b>	<b>#2</b>	<b>#3</b>	<b>#4</b>
<b>Contract Expires on:</b>	03/31/2001	09/13/2001	07/09/2001	08/24/2001
<b>Renewal Effective Date (Date 1)</b>	04/01/2001	09/14/2001	07/10/2001	08/25/2001
<b>Date Application Received (Date 2)</b>	02/23/2001	05/03/2001	03/23/2001	09/08/2001
<b>Application Due Date (Date 3)</b>	12/01/2000	05/14/2001	03/10/2001	04/25/2001
<b>Month of Rent Effective Date</b>	06/2001	N/A	07/2001	01/2002
<b>Calculated Rent Eff. Date (Date 4)</b>	06/23/2001	N/A	07/23/2001	01/08/2002
<b>1<sup>st</sup> Day of the Month (Date 5)</b>	06/01/2001	N/A	07/01/2001	01/01/2002
<b>Earliest Possible Rent Eff. Date (Date 6)</b>	06/01/2001	N/A	07/10/2001	01/01/2002
<b>FINAL RENT EFFECTIVE DATE:</b>	06/01/2001	09/14/2001	07/10/2001	01/01/2002

## **ATTACHMENT 7**

Selected REMS Renewal Subsystem Screens:

7A - Amend Rents Only

7B - Rents Final Indicator

Top of screen

Secure Systems Property Selection Home Log Out

**REMS**

July 09, 2001  
[Go To Printable Page](#)

Renewal-Property Search  
Enter New Renewal/ Short-term Renewal  
View Existing Renewals  
View Existing Comparability Studies & Renewal Budgets  
Subsidy Status

User ID: C88184

**FY 2001 - 2: Request Renewal Without Restructuring at or Below Comparable Rents**  
800000042. Sanford Estates  
Primary FHA/Contract: 01444031 Property Active: Yes  
Troubled Status: Troubled DEC Status: Evaluation

Save Reset Back

Contract #: NY06CS94001

Stage: N/A

Renewal Type: Amend Rents Only

Renewal Contract: Initial Renewal  
Subsequent Renewal  
Amend Rents Only

Exception Project Exempted From OMHAR: Projects financed under Section 202/8 or 515/8

Annual Financial Statement Required to be Submitted to HUD? No

Top of screen after selecting *Amend Rents Only*

Secure Systems Property Selection Home Log Out

**REMS**

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Renewal-Property Search  
Enter New Renewal/ Short-term Renewal  
View Existing Renewals  
View Existing Comparability Studies & Renewal Budgets  
Subsidy Status

User ID: C88184

**FY 2001 - 2: Request Renewal Without Restructuring at or Below Comparable Rents**  
800000042. Sanford Estates  
Primary FHA/Contract: 01444031 Property Active: Yes  
Troubled Status: Troubled DEC Status: Evaluation

Save Reset Back

Contract #: NY06CS94001

Stage: N/A

Renewal Type: Amend Rents Only

Renewal Contract:

Exception Project Exempted From OMHAR: Projects financed under Section 202/8 or 515/8

Annual Financial Statement Required to be Submitted to HUD? No

ATTACHMENT 7B - Rents Final Indicator

Capture of the latter section of option 1, page 34 in the REMS Guide

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HUD Approved Rent:

Calculated & Renewal Rents:

Unit Type	# of Units	Final Comp. Rents	Capped Comp. Gross Rents (236, BMIR, & FMHA)	New Section 8 Gross Rents (236, BMIR, & FMHA)	New Section 8 Gross Rents (Other New Construct./Sub-Rehab)	Renewed Gross Rents
-----------	------------	-------------------	--	---	--	---------------------

Rents Final for Contract Exhibit:  Yes  No 

Rents Final for Contract Exhibit Date:

ARAMS Status:

Contract/Stage Renewal Execution Date:

Renewal Effective Date:

Length of Renewal (Months):

Renewal Expiration Date:

Decision Comments:

[TOP](#) 

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