HUD Terms and Acronyms

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| **50059** | The HUD Tenant Re-certification form |
| **52670 & 52670A** | The forms used for requesting assistance from HUD.  These contain the HAP Request, Voucher, and Schedule of Special Claims (Appendix 28, 29, 30). |
| **9834** | The form used to conduct Management and Occupancy Reviews. |
| **ACC** | Annual Contribution Contract. |
| **Actual Income from Assets** | The interest produced by the household’s savings and checking accounts, dividends earned by stocks and bonds, rents and royalties received from real property, and income derived from other capital investments. |
| **AAF** | Annual Adjustment Factor. |
| **Adjusted Income** | The income of a household after allowable deductions has been subtracted. |
| **AE** | HUD Account Executive. |
| **Alien** | Any person not a citizen of the United States.  An alien may be either eligible or ineligible to receive assistance. |
| **Allowance for Dependents** | A $480 deduction for each family member who is not the head or the spouse, and who is under 18 years of age (17 years or less), a full-time student aged 18 years or older, or handicapped or disabled. |
| **Allowance for Handicapped Assistance** | Amount of Handicapped Assistance expenses for care attendants or auxiliary apparatus which exceeds 3% of Annual Income.  Care must be necessary to enable an adult family member to work, look for work, or go to school.  The allowance cannot exceed the amount earned. |
| **Allowance for Medical Expenses** | The amount of total medical expenses which exceeds 3% of annual income.  This allowance is for elderly households only. |
| **Annual Income** | The total income received by a household from all sources including income from assets. |
| **Annual Recertification (AR)** | The action code used when a tenant recertifies annually. |
| **Assets Disposed of for Less than Fair Market Value** | The cash value of net family assets disposed of for less than fair market value during the two year period before a certification or re-certification.  This is calculated based on the difference between the Fair Market Value and the amount the family received.  (This does not apply to BMIR tenants). |
| **Assets** | Those items of value owned by a household which are considered when determining the household’s eligibility for assistance. |
| **Assistance Payment** | The amount HUD pays an owner each month for a unit occupied under RAP, Rent Supplement, or Section 8 programs.  This amount is equal to the gross rent minus the total tenant payment. |
| **Assisted Rent** | Any rent less than the market rent. |
| **Assisted Tenant** | A tenant who pays less than the market rent. |
| **Bedroom Size** | Unit Size (number of bedrooms in the unit). |
| **Child Care Expenses** | The expenses a family incurs for the care of children age 12 or under that meet HUD’s requirement for special allowances. |
| **Contract Administrator (CA)** | The Contract Administrator signs the Section 8 Contract and the HAP Request and administers the subsidy contract for the project. |
| **Contract Rent** | The total rent HUD authorizes an owner to collect from all sources for a unit occupied by a family receiving assistance. |
| **CC** | The action code for a Combined Contract. |
| **Correction Certification** | The recalculation of a past certification that has already been reported to HUD on a HAP.  If it hasn't already been reported to HUD, then it is not a correction. |
| **CT** | The action code for a Correction. |
| **DEC** | Department Enforcement Center. |
| **Dependent** | Any household member who is younger than 18, OR handicapped or disabled, OR a full-time student.  The head of the household, his/her spouse, adult co-tenants (i.e., co-heads), foster children, foster adults, and live-in attendants are never counted as dependents. |
| **DIDC Rate:  (Depository Institution Deregulatory Committee Rate)** | The passbook interest rate used to compute imputed income from assets. |
| **Disabled Person** | A person who has a disability as defined in Section 223 of the Social Security Act or who is developmentally disabled as defined in 42 USC # 6001(7). |
| **Discrimination** | The unlawful consideration of race, color, creed, religion, sex, national origin, age, or handicapped condition in the selection or provision of services to applicants and residents. |
| **Displaced Person** | A person who is displaced by government action, OR who lives in a residence that is uninhabitable due to a disaster declared or formally recognized by the Federal Government. |
| **EIV** | Enterprise Income Verification. |
| **Elderly Household Deduction** | A household whose head, co-head, or spouse is elderly (at least 62 years old), handicapped, or disabled.  It may be two or more such persons who are not related or one or more such persons living with someone essential to their care or well-being. |
| **Eligibility Exceptions** | The conditions under which HUD may approve exceptions to the established eligibility requirements for assistance. |
| **Eviction** | The legal process through which a tenant is ordered to leave the unit in which he/she has been living. |
| **Existing Tenant** | A tenant currently living in the project.  This is not the same as a tenant just moving into the project. |
| **FMR** | Fair Market Rents. |
| **FORQ** | Field Office initiated accounting adjustment. |
| **Full Time Student** | A student carrying a full-time load as defined by the institution being attended. |
| **General Assistance** | A general name for state/locally funded programs that attempt to fill some of the gaps left by the federal welfare program (TANF); these are less common, generally more temporary forms of assistance to meet some special need until the person can get some other form of help. |
| **Gross Rent (GR)** | The sum of the contract or basic rent and the utility allowance for a unit |
| **Handicapped Person** | A person with a physical or mental impairment of long or indefinite duration that substantially impedes his/her ability to live independently. |
| **HAP** | Housing Assistance Payment(s). |
| **HAP Request** | The Housing Assistance Payments Request; HUD forms 52670 and 52670A, Part I.  These are also sometimes referred to as a Voucher or TAPS (Tenant Assistance Payments Schedule). |
| **HUD** | U.S. Department of Housing and Urban Development. |
| **Integrated Multifamily Access Exchange (iMAX)** | Is the new TRACS Mail replacement.  It is a web-based communication system that provides Contract Administrators (CA's) and Owner/Agents (O/A's) who have subsidy contracts with HUD to transmit to HUD and to other O/A's and CA's registered with iMAX, tenant data and voucher data files. |
| **Imputed Income from Assets** | The estimated earning potential of assets held by a tenant using the potential earning rate established by HUD. |
| **Income Limit** | The limit on income for eligibility for assistance established by HUD for each program.  Income limits are based on the Metropolitan Statistical Area (MSA) or county and are updated annually. |
| **Income** | The amount of money anticipated to be received by a household during the course of the year. |
| **Ineligible Applicant** | An applicant who is ineligible to receive assistance. |
| **Initial Certification (IC)** | The certification after move-in done when a tenant goes from having no subsidy to subsidy (i.e., the tenant was at market rent) or from one subsidy to another (e.g., the tenant goes from Sect. 236 to Section 8). |
| **Inspection Report** | The report of the initial inspection of the unit by the owner and tenant which is attached to and becomes part of the lease agreement. |
| **Interim Re-certification (IR)** | A re-certification completed between regular re-certification dates as the result of changes in the tenant’s circumstances. |
| **iREMS** | Integrated Real Estate Management System (Federal Software System). |
| **Lease** | The legal agreement between the resident and the owner which spells out the terms and conditions of the rental of the unit.  HUD provides a model lease which must be signed by all assisted tenants. |
| **Live-in Aid** | An individual who is employed to care for elderly, handicapped, or other tenants who are mentally or physically ill or incapacitated and need special assistance.  A live-in aid is not a party to the lease and his/her income is not considered in computing annual income, allowances, and assistance payments. |
| **LOCCS** | LOCCS stands for *Line of Credit Control System*.  This system interfaces with TRACS; after files are set to TRACS and approved, they are sent on to LOCCS.  LOCCS then reviews and approved electronic vouchers for payment and distributes electronic payments. |
| **Lower Income** | An income limit, established at 80% of the median income for an area, used to determine financial eligibility for some programs. |
| **Lump Sum Income** | Income which is received in a lump sum as a result of delays in processing periodic benefits. |
| **MAHRA** | Multifamily Assisted Housing Reform and Affordability Act of 1997. |
| **Market Rent** | The rent HUD authorizes owners to collect from households ineligible for assistance. |
| **Monthly Activity Transmission (MAT)** | Is the process in which the tenant and voucher under go before the records can enter the TRACS database. |
| **MAT10** | A record in a TRACS file for a full certification (i.e., an annual, interim, move-in, or initial 50059). |
| **MAT30** | A HAP Request record in a TRACS file. |
| **MAT31** | A record in a TRACS file that deletes a HAP Request that was previously sent. |
| **MAT40** | A move-out record in a TRACS file. |
| **MAT65** | A termination record in a TRACS file. |
| **MAT70** | A XFER or GRC record in a TRACS file. |
| **Material Non-Compliance** | (1) One or more substantial violations of the lease, including nonpayment of rent, or (2) repeated minor violations of the lease which disrupt the livability of the building, affect the health or safety of any person, abridge the right of any tenant to the quiet enjoyment of the leased premises and related facilities, interfere with the management of the building, or have an adverse financial effect on the building. |
| **Medical Expenses** | The anticipated, recurring, out-of-pocket expenses for medical and related care which elderly households are allowed toward the medical allowance. |
| **MOR** | Management and Occupancy Review. |
| **Move-In Certification (MI)** | The action code for a Move-In certification. When an applicant moves into the property. |
| **Model Lease** | The lease format provided by HUD for all assisted tenants.  202/8 properties have separate rules. |
| **MTM** | Market-to-Market. |
| **MUTM** | Mark-Up-to-Market. |
| **Net Family Assets** | The cash value of the household’s savings, checking, IRA and Keogh accounts, money market funds, certificates of deposit, principal value of trusts available to the household, personal property held as an investment, equity in real property or their capital investments, and cash held in safe deposit boxes or at home.  For all programs except BMIR, any asset disposed of for less than Fair Market Value within the prior two years is also counted. |
| **O/A** | Owner/Agent. |
| **OAHP** | Office of Affordable Housing Preservation. |
| **OARQ** | Owner/Agent initiated accounting adjustment. |
| **OCAF** | Operating Cost Adjustment Factor. |
| **Performance Based Contract Administrators (PBCA's):** | Are contract administrators recently awarded Section 8 contracts by HUD, based on the Section 8 Contract RFP. |
| **POA** | Plan of Action. |
| **Post-1981 Universe** : | For Section 8, those programs whose HAP contract was signed on or after 10/1/81. |
| **Pre-1981 Universe:** | For Section 8, those programs whose HAP contract was signed before 10/1/81. |
| **Preference:** | The priority given to some applicants as required by their circumstances.  Some preferences are established by HUD and others may be established by the owner within the limits of HUD guidelines. |
| **Project:** | Buildings which are located on adjacent sites and managed as one project, even if they have separate mortgages and/or project numbers. |
| **Quality Control Error Correction Tracking Log: (QCECTL)** | Working spreadsheet to keep track of HAP over or underpayments during a specific month. |
| **RAP:** | *Rental Assistance Program*; one of the tenant subsidy programs offered by HUD. |
| **RCS** | Rent Comparability Study. |
| **RD** | Rural Development. |
| **Real Estate Assessment Center (REAC)** | Was established in 1997 to “centralize the assessment of all HUD housing into a single, state-of-the-art organization.” REAC is responsible for the implementation and management of the various browser-based applications available to O/A's and CA's. |
| **Real Estate Management System (REMS)** | Is a browser-based system designed by and for the HUD program managers to facilitate the management of properties in their portfolios. It has recently been modified to enable PBCA's the ability to perform contract administration functions as defined in the Section 8 Contract RFP. |
| **Re-certification Notices** | The notices which an owner must provide to an assisted tenant to notify him/her of the need to re-certify. |
| **Re-certification** | The process of annually re-determining, verifying, and certifying an assisted tenant’s eligibility to continue receiving assistance. |
| **Rent Supplement** | One of the tenant subsidy programs offered by HUD. |
| **RFP (Request For Proposal)** | When CA's bid on the Section 8 contracts being turned over to them by HUD, they were required to submit an RFP. |
| **Screening Criteria** | The criteria used by an owner to determine if an applicant can or cannot be admitted to the property as a tenant. |
| **Section 202** | One of the interest reduction subsidy programs offered by HUD.  202 projects are designated to serve only the elderly and/or the handicapped or developmentally disabled. |
| **Section 236** | One of the interest reduction subsidy programs offered by HUD. |
| **Section 504** | The law which prohibits discrimination against persons with handicaps and provides for equal housing opportunities to persons with handicaps. |
| **Section 8** | One of the tenant subsidy programs offered by HUD. |
| **Security Deposit** | The amount collected from the resident at the time of move-in and which is held against future damages or nonpayment of rent. |
| **Single Person** | A person who intends to live alone. |
| **Special Claims** | The amount HUD pays for Section 8 units to reimburse owners for unpaid rent, charges, and tenant damages or to cover regular vacancy payments and debt service vacancy payments. |
| **TANF** | *Stands for Temporary Assistance for Needy Families*.  The new term for most of what we know of as ; this was previously called AFDC (Aid to Families with Dependent Children) or TANF ()—the new term for AFDC benefits. |
| **Tenant Assistance Payment** | The monthly amount HUD pays toward the tenant’s rent and utility cost. |
| **Tenant Damages** | Physical damage to the tenant’s unit caused by negligence or willful abuse on the part of the tenant or the tenant’s guests. |
| **Tenant Rent** | The amount the tenant must pay directly to the owner. |
| **Tenant Selection Plan (TSP)** | A written plan which defines the procedures used to select/reject applicants. |
| **Termination Notice** | The written notice an owner must provide a tenant if he/she (the owner) plans to terminate the lease agreement. |
| **Termination of Assistance** | The stoppage of assistance to a tenant due to the ability to pay the gross rent or due to a failure to comply with the applicable regulations for recertification. |
| **TM** | The action code for a Termination. |
| **Total Tenant Payment (TTP)** | The amount a tenant must pay toward the gross rent as determined by the appropriate rent formula and computation. |
| **TPA** | Transfer Physical Assets. |
| **TRACS** | TRACS stands for *Tenant* *Rental* *Assistance* *Certification* *System*.  It involves submitting 50059 and HAP information to HUD electronically. |
| **Traditional Contract Administrators (TCA)** | Traditional CA's are those CA’s who administer the ACC’s prior to the Section 8 RFP. They are not performance based. |
| **UAF** | Utility Allowance Factor. |
| **Units in Contract** | Counts of units in the contract. |
| **Units Receiving Subsidy** | Counts of units that are occupied in the contract and receiving a subsidy. |
| **Unreported Units** | Calculated difference between the total number of units in the contract and the ones accounted for. The number of units that are neither “vacant” nor “occupied.” |
| **Use Agreement (UA)** | Use Agreement for the property. |
| **UT** | The action code for a Unit Transfer recertification. |
| **Utility Allowance (UA)** | HUD’s estimate of the average monthly utility costs for those utilities paid directly by the tenant. |
| **Utility Reimbursement** | The amount the owner pays (reimbursed by HUD) to a tenant to help the household pay its utility bills. |
| **Verification** | The collection of information to corroborate the accuracy of the information provided by applicants and tenants. |
| **Very Low Income** | An income limit, established at 50% of the median income for an area, used to determine eligibility for most Section 8 tenants. |
| **Voucher** | The HAP Request.  Sometimes used to refer specifically to the itemized tenant listing portion of the HAP (i.e., the 52670A, part 1). |
| **Waiting List** | The list of eligible applicants who have applied to live in a property. |
| **Web Application Subsystem (WASS)** | Is a browser-based system that allows O/A's and CA's access (with an assigned M-ID) to REAC’s various applications such as RASS and TASS. |