

Owner/Agent Quick Reference Chart Performance Based Section 8 Contract Administrator

What is HUD responsible for? <i>You should mail any information that relates to the following areas to HUD directly:</i>	What is PB-CA responsible for? <i>You should mail any information that relates to the following areas to the PB-CA directly:</i>	Examples of Overlapping Areas of responsibilities between HUD and PB-CA
<ol style="list-style-type: none"> 1. Approve Management Certifications 2. Requests for changes in managing agents 3. Reserve for Replacements requests, suspensions and releases 4. Residual Receipts requests 5. General Operating Reserve requests 6. Monthly Accounting Reports 7. Annual Financial Statements (submitting through the FASS System) including responses to findings 8. Transfer of Physical Asset Package 9. Requests for Partial Releases of Security/Partial Payment of Claim 10. Requests for a Workout Agreement 11. Neighborhood Networks Plans 12. NOFA Applications (i.e. Drug Elimination, Safe Neighborhood Grant Service Coordinator and 202/811) 13. Monthly Vouchers on any funded NOFA Grant (i.e. DEG, SNG, Service Coord) 14. Monitoring Service Coordinators 15. Process prepayment requests 16. Assignment of HAP contracts to owner 17. Process and monitor flexible subsidy 18. Process special claims (debt service) 19. Management reviews on HUD administered 	<ol style="list-style-type: none"> 1. Establish resident baseline data 2. Review of Monthly HAP Vouchers and Special Claims 3. Responses to Discrepancies on monthly HAP vouchers 4. Disburse monthly housing assistance payments to owners 5. Section 8 Contract Opt Out Notification 6. Rent Increase requests/budgets, specials 7. HAP renewal requests (governed by Section 8 Renewal Policy, 1/19/01) 8. Tenant inquiries/Complaints for life and non-life threatening health and safety issues 9. General resident/community complaints 10. Follow-up to REAC Physical Inspections including EH&S findings 11. Process abatement action and advise HUD 12. Recommend Section 8 contract terminations 13. Negotiate Management Improvement Operating plans (MIO) 14. Management /Fair Housing Reviews on PB-CA contracts 16. Requests for information related to the payment of a specific voucher 17. Process special claims (vacancy, damage) 18. Utility allowance analysis 	<ol style="list-style-type: none"> 1. Processing Contract Opt Outs 2. Approval of MIO Plans for physical inspections with scores below 45 3. Rent increases over 5% 4. Coordination of activities within various branches of HUD 5. Rent increases-236 vs Section 8 6. Management reviews which indicate the need for enforcement activities 7. Management reviews with a rating of below average or unsatisfactory 8. FHEO checklist review 9. Appeals processing 10. FOIA and congressional inquiries 11. Enforcement/Compliance activity 12. Funding reservations for contract renewals 13. Data input

<p>contracts</p> <ol style="list-style-type: none"> 20. Review comprehensive needs assessments 21. Process foreclosure packages 22. Approve neighborhood networks 23. Monitor use agreements 24. Process bond refunders 25. Liaison with HUD Centers (DEC, OHMAR, REAC) 26. Coordinate with PIH to secure vouchers on contract terminations 27. Oversee procurement funding and initiate requests for contract services 28. Contract renewals, rental adjustments, contract opt-outs, combining contracts on HUD administered contracts 29. Respond to resident and community inquiries for HUD administered contracts 30. Physical inspection follow-up HUD administered contracts 31. REAC physical inspection appeals 32. Lead based paint monitoring 33. Process statutory waiver requests 34. HUD model lease revisions 	<ol style="list-style-type: none"> 19. Prepare budgets, requisitions and revisions 20. Submit year end statements 21. Submit annual audit 22. Prepare monthly, quarterly and annual reports 	<ol style="list-style-type: none"> 14. Reserve for replacement deposits 15. Processing OHMAR Mark to Market contract renewals 16. OMHAR "watch list" properties 17. Monitoring and oversight of DEC properties
<p><i>As a rule of thumb, anything that is only governed by the Regulatory Agreement, Mortgage, Mortgage Note or a Use Agreement will be processed by the local HUD Office.</i></p>		<p><i>The PB-CA will be the initial point of contact on all of these areas and will be responsible for assuring the necessary HUD involvement.</i></p>