

Dear Executive Director:

Subject: Housing Voucher Program

Further Guidance: Re-Entering PHA-Owned Units Comments in VMS

We wrote to you yesterday requesting that you manually re-enter into the Comments section of the Voucher Management System (VMS) your agency's information regarding PHA-owned units leased during July, August, September, October, or November, 2008.

We have just been advised that due to the current functioning of the applicable VMS enhancement feature, the re-entering exercise will trigger the existing data to pass through the edit check system that was previously described. This means that when you re-enter your comments, you may receive a notification that your data is "Submitted - Pending HUD Approval." (Remember that a hard edit approval notification does not necessarily mean your data is in error; but just that for some reason it has fallen outside the hard edit parameters and needs to be assessed.)

If you do receive such a message, you must immediately inform your FMC financial analyst (FA) that there is a hard edit approval pending. The FA will then reply to advise you that the submission is either approved or disapproved. If the submission is approved, the indicated status will change to "Submitted" and you will be able to submit further data. If the submission is disapproved, the FA will contact you for any needed information or clarification, will provide any needed assistance, and will advise you to revise and resubmit your data. After doing so, you must once again inform the FA that your data has been submitted.

We understand that the imposition of changing reporting requirements may cause some inconvenience, and that additional time will be required for compliance with the requirements. Accordingly, the new deadline set for submission of the PHA-Owned Units comments is Tuesday, February

17, 2009. We urge you not to wait too long before re-entering your data, in the event your submission requires review and approval by your FA.

Thank you sincerely for bearing with us and for continuing to extend your cooperation with the requirements of the current data reporting process that is so critical in establishing support for future funding. If you have questions about the reporting requirements, please contact your assigned Financial Analyst at the FMC.