

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 CA responsible for? <i>You should mail any information that relates to the following areas to the CA directly:</i>	Examples of Overlapping Areas of responsibilities between HUD and CA
<ol style="list-style-type: none"> 1. Management Certifications 2. Requests for changes in managing agents 3. Reserve for Replacements requests 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 Coor) 	<ol style="list-style-type: none"> 1. Monthly HAP Vouchers and Special Claims 2. Responses to Discrepancies on monthly HAP vouchers 3. Section 8 Contract Opt Out Notification 4. Rent Increase requests/budgets 5. HAP renewal requests (currently governed by Notice 99-36) 6. Tenant inquiries/Complaints/Health & Safety (fire, storm damage, etc.) 7. Responses to REAC Physical Inspections included EH&S findings 8. Management/Occupancy/Fair Housing Review responses 9. Information related to Tenant Income Verification (TIV) 10. Requests for information related to the payment of a specific voucher 	<ol style="list-style-type: none"> 1. Processing Contract Opt Outs 2. Approval of MIO Plans for physical inspections with scores below 60 3. Rent increases over 5% or the second level of appeal of a rental increase 4. Coordination of activities within various branches of HUD 5. Management reviews which indicate the need for enforcement activities
<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 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>