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

What is HUD responsible for?	What is PB-CA responsible for?	Examples of
You should mail any information that relates to the following areas to HUD directly:	You should mail any information that relates to the following areas to the PB-CA directly:	Overlapping Areas of responsibilities between HUD and PB-CA
<ol> <li>Approve Management Certifications</li> <li>Requests for changes in managing agents</li> <li>Reserve for Replacements requests, suspensions and releases</li> <li>Residual Receipts requests</li> <li>General Operating Reserve requests</li> <li>Monthly Accounting Reports</li> <li>Annual Financial Statements (submitting through the FASS System) including responses to findings</li> <li>Transfer of Physical Asset Package</li> <li>Requests for Partial Releases of Security/Partial Payment of Claim</li> <li>Requests for a Workout Agreement</li> <li>Neighborhood Networks Plans</li> <li>NOFA Applications (i.e. Drug Elimination, Safe Neighborhood Grant Service Coordinator and 202/811)</li> <li>Monthly Vouchers on any funded NOFA Grant</li> </ol>	<ol> <li>Establish resident baseline data</li> <li>Review of Monthly HAP Vouchers and Special Claims</li> <li>Responses to Discrepancies on monthly HAP vouchers</li> <li>Disburse monthly housing assistance payments to owners</li> <li>Section 8 Contract Opt Out Notification</li> <li>Rent Increase requests/budgets, specials</li> <li>HAP renewal requests (governed by Section 8 Renewal Policy, 1/19/01)</li> <li>Tenant inquiries/Complaints for life and nonlife threatening health and safety issues</li> <li>General resident/community complaints</li> <li>Follow-up to REAC Physical Inspections including EH&amp;S findings</li> <li>Process abatement action and advise HUD</li> <li>Recommend Section 8 contract terminations</li> <li>Negotiate Management Improvement</li> </ol>	<ol> <li>Processing Contract Opt Outs</li> <li>Approval of MIO Plans for physical inspections with scores below 45</li> <li>Rent increases over 5%</li> <li>Coordination of activities within various branches of HUD</li> <li>Rent increases-236 vs Section 8</li> <li>Management reviews which indicate the need for enforcement activities</li> <li>Management reviews with a rating of below average or unsatisfactory</li> <li>FHEO checklist review</li> <li>Appeals processing</li> </ol>
<ul> <li>(i.e. DEG, SNG, Service Coor)</li> <li>14. Monitoring Service Coordinators</li> <li>15. Process prepayment requests</li> <li>16. Assignment of HAP contracts to owner</li> <li>17. Process and monitor flexible subsidy</li> <li>18. Process special claims (debt service)</li> <li>19. Management reviews on HUD administered</li> </ul>	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	<ul> <li>10. FOIA and congressional inquiries</li> <li>11. Enforcement/Compliance activity</li> <li>12. Funding reservations for contract renewals</li> <li>13. Data input</li> </ul>

contracts	19. Prepare budgets, requisitions and revisions	14. Reserve for replacement
20. Review comprehensive needs assessments	20. Submit year end statements	deposits
21. Process foreclosure packages	21. Submit annual audit	15. Processing OHMAR Mark to
22. Approve neighborhood networks	22. Prepare monthly, quarterly and annual reports	Market contract renewals
23. Monitor use agreements		16. OMHAR "watch list"
24. Process bond refunders		properties
25. Liaison with HUD Centers (DEC, OHMAR, REAC)		17. Monitoring and oversight of DEC properties
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		
<ul><li>32. Lead based paint monitoring</li><li>33. Process statutory waiver requests</li></ul>		
34. HUD model lease revisions		
As a rule of thumb, anything that is only governed by		The PB-CA will be the initial point
the Regulatory Agreement, Mortgage, Mortgage Note		of contact on all of these areas and
or a Use Agreement will be processed by the local HUD Office.		will be responsible for assuring the necessary HUD involvement.