



**Section 8 Staff Reports**

**Report Requirement:** The new solution will need include the functionality to tailor the data by statewide information or specific county, on each report, based on the user’s role and organization.

<b>Report #</b>	<b>Report:</b>	<b>Description:</b>
1.	County Audit Tables	Opens County Audit Files from Work Directory
2.	Audit Table	Current and Purged Audit Report
3.	Auditor Reports	Reports for Auditors to Create Spreadsheets and DBF Files
4.	Census Statistical Report	Census Statistical Report
5.	Pay Schedule Check Search Window	Pay Schedule Check Search Window
6.	EIV Reports	EIV Reports
7.	FSS Disbursement and Termination Processing	FSS Disbursement and Termination Processing
8.	FSS Error Report	Errors Found in FSS Table
9.	FSS Port NY904	FSS data of tenants that ported within NY904
10.	HUD Transmission Errors	50058 Monthly Transmission Errors
11.	Journal Payments Report	Displays Subsidy Payments by Pay Date
12.	EV Over-Housed Report	EV tenants' unit size is greater than voucher units
13.	Project Number Summary Report	Project Number Summary Report
14.	ACH Returns	Monthly ACH Returns and Notification of Change Report
15.	Monthly HAP Summary	Monthly HAP Reconciliation and Withholding Reports
16.	Lock Box Deposits	Payments Processed at the Lock Box
17.	Repayment Summary	Repayment Agreement and Payments Summary
18.	Best Homeowner Candidates	Best Homeowner Candidates Listed by Annual Income
19.	CAPER Report	CAPER Report
20.	Stop Payment/Replacement Check Requests	Stop Payment and Replacement Check Requests
21.	Debts Owed	Deleted tenants with debts owed and/or adverse action
22.	Fees, Income Limits, Pay Standards by County	Report of Fees, Income Limits, Pay Standards by County
23.	FSS Deposit Report	FSS Deposit Report
24.	FSS Escrow Validation Report	FSS Escrow Validation Report
25.	FSS and FUP Enrollment Report	Report of FSS and FUP Enrollments at Current Time
26.	FSS Interest Distribution Report	FSS Interest Distribution Report
27.	Monthly FUP Report	Monthly FUP Report
28.	HAP Register	HAP Register
29.	Homeowners Reports	Homeowners Reports
30.	Landlord Withholding Reports	Landlord Withholding Reports
31.	Logs and Total Income by Income Limit Group	Logs, Total Fam MBRS, and Total Income by Income Limit Group



32.	Mainstream Payment Reports	Mainstream Payment Reports
33.	Voucher Monthly Fee Summary Report	Voucher Monthly Fee Summary Report
34.	Annual Fee Audit Report	Annual Fee Audit Report
35.	Project Based Landlords and Tenants	Project Based Landlords and Tenants
36.	RAD and PBV Leased/Contracted Units	The number of PBV units both leased and under contract grouped by LA.
37.	Reconciliation Summary Report	Reconciliation Report for Selected Pay Dates
38.	Payments to Individuals	Check Number Report for Individuals
39.	Prior Utilization Rates (Central)	Utilization Report (Central) for Prior Months
40.	Wait List Configuration Report	Statewide Wait List Configuration Settings
41.	Opportunity Zones Report	List of participants residing in the 514 Opportunity Zones through, as nominated by the state and approved by the U.S. Treasury Department.
42.	Other Geographical Reports	List of participants residing in Opportunity Areas, Qualified Census Tracts, and Difficult Development Areas.
43.	Tenants in Properties with other HCR Financing	Report lists participants in properties receiving other HCR financing.
44.	30% Income Targeting Report for Voucher Issues	30% Income Targeting Report for Voucher Issues
45.	Adjusted Fee Report	Adjusted Fees
46.	Administration Report	County Administration Information
47.	Assistance \$ Received by Log Number	Assistance \$ Received by Log Number for user-specified date range
48.	Case Worker Management Report	For Supervisors to Monitor Case Worker Loads
49.	Census Statistical Report	Census Statistical Report
50.	Change Report	Change, Insert, Pending, Delete and Damage Vacancy
51.	Early Family Report 50058	HUD 50058 Information for Early Recertification by Participant
52.	History Family Report	Family Report for History Participants.
53.	Adjustments	Rent and Utility Adjustments for Last Pay Date
54.	Monthly Fees	Monthly Fees for Voucher, Certificate and Mod Rehab Programs for Last Pay Date
55.	FSS Report	FSS Report for Last Pay Date
56.	Hard to House Tenants	Hard to House Tenants for Last Pay Date
57.	Mod Re-Cert to Certificate	Mod-Rehab to Certificates for Last Pay Date
58.	Moved Tenants	Moved Tenants for Last Pay Date
59.	Outside PHA Tenants	Outside PHA Tenants for Last Pay Date
60.	Pay Schedules	Pay Schedules for Voucher, Certificate and Mod Rehab Programs for Last Pay Date
61.	Preservation Projects	Preservation Projects for Last Pay Date
62.	Reconciliation Reports	Reconciliation Reports for Last Pay Date
63.	Utilization Report	Utilization Report for Last Pay Date
64.	Zero Payments	Zero Payments for Last Pay Date
65.	FSS Year-To-Date Reports	FSS Participant Year-To-Date Report for All Years
66.	Inspection Appointment Times Report	List of Inspection Appointment Dates and Times
67.	Journal Report	Journals



68.	Monthly Action Report	Action Listing for Current Pay Period
69.	EV Over-Housed	Over-housed Enhanced Voucher Tenants
70.	Last Wait List Purge	Participants deleted from the most recent wait list purge.
71.	Landlord Remittance Information	Landlord Payee Name, tenant name, payment type and amount
72.	Required Alternate ID Information	Required Alternate ID Information
73.	Basic 58 Calculation by Log Number	Basic 58 Calculation by Log Number
74.	HAP by Log Number	Report of 50058 Line Numbers from the HAP Calculation for each Program Type by Log Number
75.	Best Homeowner Candidates	Best Homeowner Candidates Listed by Annual Income
76.	Early Recertifications by Effective Payment Date	Early Recertifications by Effective Payment Date
77.	Extra Units and Amounts	Report of Extra Units and Amounts by Pay Type
78.	Family Characteristics Report	Moved, Zero-Payment, Zero-Income, HtH, LA Own, Rent Rehab, Repays, Homeless, Mod to Cert
79.	Logs Grouped by Income Limit Percentage	Report of Logs Grouped by Income Limit Percentage
80.	Package Tracker	Package Tracker
81.	Project Based Wait Lists Landlords & Participants	Project Based Wait Lists, Landlords and Participants by County
82.	PBV Leased/Contracted Units	The number of PBV units both leased and under contract.
83.	Units with Rent Increases	Units That Had Rental Rate Increases for Fiscal Year
84.	Short HAP Calculation Reports	Short Calculation Worksheets, TTP and HCV Worksheet
85.	Wait List Statistical Report	Wait List Statistics
86.	Tenant Income by Landlord	Tenant Income by Landlord
87.	Unit Transfer Report by Fiscal Year	Unit Transfers by Fiscal Year for SEMAP reviews
88.	Utilization Report	County Utilization
89.	Prior Utilization Rates	Utilization Report for Prior Months
90.	Wait List Entries and Omissions by Application No.	Wait List Entries and Omissions by Application No.
91.	Special Payments Report	Special Payments
92.	Adjustments	Rent and Utility Adjustments
93.	Participant Mailing Labels	Participant Mailing Labels
94.	Mod Rehab Units Calculation Worksheet	Summary of Units assigned to Mod Rehab Projects
95.	Wait List Family Report	Family information on specific applicants
96.	Wait List Character Reports	FUP, Project Based, Mainstream, Welfare to Work, and Displaced Participants
97.	Wait List Configuration Report	Wait List Configuration Settings
98.	Wait List Applicant Report	Wait List Applicants
99.	Wait List Status Report	Status of Applicants on the Wait List
100.	30% Income Targeting Report	30% Income Targeting Report



101.	Report of Wait List Denial Totals for County	Report that counts numbers of wait list appeals received, denied, sustained overturned
102.	Family Report	HUD 50058 Information by Participant
103.	FSS 30% Rule Alerts	FSS Participants who may meet the 30% rule to graduate
104.	Income Limits Report	County Income Limits
105.	Missing/Invalid SSNs	Report of Invalid or Missing SSNs by Log Number
106.	Landlord Report	Landlord Reports by Landlord ID or Last Name
107.	Reconciliation File Report	Monthly Fees Listed for All Pay Dates and All Programs
108.	Moved Tenants Report	Tenants with Moved Status
109.	Last Action Sent to HUD for County	Report of last action sent to HUD with tenant name, action and action date.
110.	Pay Standards and Fees Report	Pay Standards and Fees
111.	Projects	List of Active Project Names and Numbers for County
112.	Repayments Detail	Repayments Information for a Specific Repayment
113.	Repayment Summary	Repayment Agreement and Payments Summary
114.	Historical Tenants Last Subsidy Payment Received	Lists pay types and subsidy payments received after a user-specified date
115.	FSS Reports	Selects FSS Calculation Worksheet, Addendum and YTD Reports
116.	FSS Escrow Report	FSS Totals of Previous Escrow, Current Escrow, Adjustments for Current Month
117.	Tenant Protection Projects by Log Number	Tenant Protection Projects
118.	Incorrect Units and Amounts	Report of Incorrect Units and Amounts by Log Number and Date Earned
119.	Prior Monthly Fee Reports	Monthly Fee Reports for Prior Pay Dates
120.	New Admissions	New Admissions for Fiscal Year
121.	HAP Year to Date	HAP Year to Date
122.	PHA Numbers and B Rates	List of PHA Numbers and B Rates
123.	Tenant Statistical Report	Tenant Statistics
124.	Voucher Unit Calculation Worksheet	Summary of Units and Adjustments Assigned to Voucher Project Numbers
125.	Family Rent Burden Placement	Family Rent Burden Graph and Report
126.	Ineligible Wait List Applicants	Ineligible Wait List Applicants for Fiscal Year
127.	Voucher YTD Units and Amounts by Log Number	Voucher YTD Units and Amounts by Log Number
128.	Veteran Preference at Voucher Issue Report	Report of Percentages of Veteran Preference at Voucher Issue
129.	Welfare Income Report	Participants with Welfare Income Source(s)
130.	Inspection Information	Inspection/Re-Cert/Lease Anniversaries
131.	Participant Status Report	Participant Reports for all tenants, History, Pending and Active
132.	Participant Termination Report	Participant report for evictions and reason for termination
133.	Landlord YTD Report	Landlord YTD Payments



	Reasonable Accommodation Report	Report should capture reasonable accommodation requests, the granting and denial of submitted requests, and the outcomes of granting accommodations.
	Lease-Up Success Rate Report	Report should capture the issuance of vouchers, the time it takes the applicant or participant to lease-up, and those vouchers that go unutilized. The information should be captured on a county-by-county basis.
	Lead-Based Violations Report	The report should track outstanding lead-based fails. The report should include those fails that are un-remediated and include a timeline with the initial fail date, cure date, etc.
	Flagged Owners Report	Should track owners who are perpetually non-compliant with HQS, have instances of unreturned HAP funds, and are reported for HAP violations.
	Repayment Agreements Defaults and Status Reports	This report is related to items 112 and 113, but would show participants in default, repayment agreements showing negative balances, and other repayment agreement items requiring the attention of Local Administrators.
	Portability Payables and Receivables Report	This report should capture all port-out and port-in payments. HAP and Admin Fees should be split out in the report. Outstanding payments from receiving PHAs tracked and subsequently updated to show the date payment was received.