

Submit and Review Tribal HUD-VASH Forms in the HIP Reporting Tool

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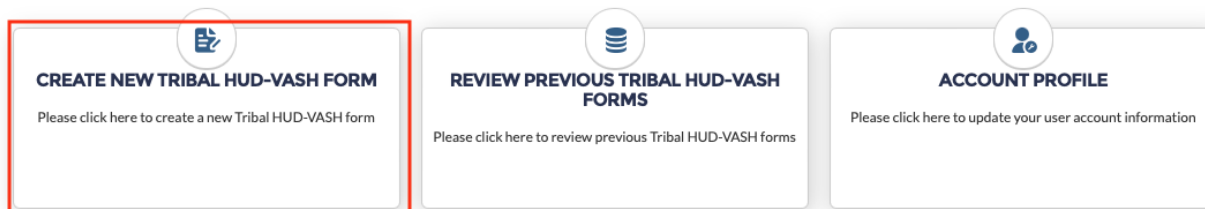
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Overview

The Tribal HUD-VASH Module in HIP (the “Reporting Tool”) was developed to replace past methods to collect household demographic, personal, and rental information as required for the Tribal HUD-VASH program (see *Record Keeping at Initial Occupancy*, [Program Guidance No. 2016-05](#), October 14, 2016; and *Implementation of the Tribal HUD-VA Supportive Housing Program* (“[Consolidation Notice](#)”), FR 6091-N-01, published Tuesday, May 22, 2018). Tribal HUD-VASH grant recipients use this system to record the required information. HUD ONAP staff use the system to review and gather this information from time to time, for things like Congressional and OIG inquiries, program and performance analysis, and program monitoring. As a Tribal HUD-VASH grantee, you must provide this required information in the Reporting Tool. This guidance provides information on how you enter the required information into the Reporting Tool and explains each field in the Reporting Tool. This Module replaces any previous bi-weekly reporting tools that you may have been sending to your AONAP Grants Management Specialist. To access the HIP Portal, please go to <https://hud.my.site.com/hip>. Users must access the HIP portal every ninety days for their account to stay active.

Complete a New Tribal HUD-VASH Form

1. To create a new Tribal HUD-VASH form, select the ‘Create New Tribal HUD-VASH Form’ tile on the home page.



*Please note that you will only have access to the ‘Create New Tribal HUD-VASH Form’ and ‘Review Previous Tribal HUD-VASH Forms’

2. After selecting the tile, you are taken to Section 1 of the Tribal HUD VASH Form. Complete the required fields and select ‘Save & Next’ in the bottom right-hand corner to continue. **When you input data into the fields, it will not be saved until you click ‘Save & Next’.**

Home Building and Units Account Profile Q

1 - Action 2 - Household 3 - Unit 4 - Assistance 5 - Review

| | | |
|---|--|---|
| 1a. Tribe/TDHE CA Test Housing Agency | 1b. TDHE Code CA1234 | * 1c. Program Tribal HUD VASH Tenant Based Assistance |
| * 2a. Type of Action 1 - New Admission | * 2b. Effective date of action Jun 10, 2021 | 2c. Correction? No |
| * 2h. Date of admission to program Jun 10, 2021 | * 2i. Effective date of next reexam Jun 17, 2021 | |

Save & Next

*Note that if you have specific questions, please review the instructions by field [below](#).

- Next, complete the other sections of the form as shown below. As you finish one section and want to move to the next one, simply select the 'Save & Next' button on the bottom right-hand corner as you did in the last step.

✓
2 - Household
3 - Unit
4 - Assistance
5 - Review

Household Information

*3b. Last name & Sr., Jr. etc. *3c. First name 3d. Middle Initial

*3e. Date of Birth 3f. Age on effective date of action 3g. Sex

*3h. Relation 3j. Disability *3k. Race

*3m. Ethnicity *3n. Social Security Number *3r. Veteran

[Add Household Information](#)

3t(1). Bedrooms for Household 3w. Former head of household's SSN

[Previous](#) [Save & Next](#)

✓
✓
3 - Unit
4 - Assistance
5 - Review

*4b. ZIP code before admission *4c. Homeless at admission? *5a(1). Unit Address: Number & Street

5a(2). Unit Address: Apt. *5a(3). Unit Address: City *5a(4). Unit Address: State

*5a(5). Unit Address: Zip Code 5a(6). Unit Address: Zip Code Plus 4 *5b. Mailing address same as unit address

*5d. Number of bedrooms in unit

5d(1). Bedroom Difference Justification

*5k. Structure type

9j. Total Tenant Payment (TTP)

[Previous](#) [Save & Next](#)

✓ ✓ ✓ 4 - Assistance 5 - Review

*12a. Number of bedrooms on Voucher

12b. Is family moving in?

*12h. Owner Name

*12i. Owner TIN/SSN

12k. Contract rent to owner

*12m. Utility allowance

[Previous](#) [Save & Next](#)

4. Once you've completed all the required fields, scroll down to select 'Submit' in the bottom right corner to submit your form.

5d. Number of bedrooms in unit

5d(1). Bedroom Difference Justification

5k. Structure type

9j. Total Tenant Payment (TTP)

4 - Assistance

12a. Number of bedrooms on Voucher

12b. Is family moving in?

12h. Owner Name

12i. Owner TIN/SSN

12k. Contract rent to owner

12m. Utility allowance

12p. Gross rent of unit

12r. Total tenant payment (TTP)

12s. Total RAP

[Previous](#) [Submit](#)

*Please note that if you do not fill out a field correctly there is data validation and there will be an error message shown.

Tribal HUD VASH Reporting Tool Fields

1a. Tribe/TDHE

Field Type: Text

Definition: The United States has a unique legal and government-to-government relationship with Indian tribes reflected in the Constitution of the United States, treaties, statutes, and court decisions. Under federal law, the Secretary of the Interior maintains a list of Indian tribes that are recognized by the United States as governments and thereby sovereign nations.

A tribally designated housing entity (TDHE) may be authorized or established by one or more Indian tribes to act on behalf of each such tribe authorizing or establishing the housing entity. Tribally Designated Housing Entities (TDHEs) are also referred to as grantees in this guidebook. (Sec. 4(21) (B) of NAHASDA).

Instructions: This field will be automatically populate from your account profile based on your user profile's connection to your Tribe /TDHE.

1b. Tribe / THDE Code

Field Type: Text

Definition: Code composed of numbers that identifies the Tribe or TDHE grantee, and its location. A TDHE code is composed of the 2-digit postal state code and 3-digit TDHE number. The Tribe code is composed of the 2-digit postal state code and 3-digit Tribe number. The state code indicates the location of the reporting Tribe/ TDHE, and the number identifies each Tribe/TDHE within a particular state.

Instructions: The Tribe/TDHE code will automatically populate from your account profile.

1c. Program

Field Type: Dropdown field (Required Field)

Definition:

- In **tenant-based** rental assistance, the assistance stays with the Native veteran regardless of whether they move between units.
- In **project-based** rental assistance, the assistance stays with the unit. If the veteran moves out, the next person to occupy the unit must also qualify for Tribal HUD-VASH.

Instructions: Select if family participates in either Tenant-Based or Project-Based assistance from the drop-down menu.

2a. Type of Action

Field Type: Dropdown field (Required Field)

Definition: Select the Type of Action from the drop-down menu. Options for selection:

- **New Admission:** Select this for completing a new admission or participant.
- **Annual Reexamination:** User selects this option when it is time for the participant's annual reexamination in the program.
- **Interim Reexamination:** User should select this option whenever there is a change in the participant's circumstances - such as the family household size or changes in income level.

- **End of Participation:** User selects this option when a participant is no longer receiving Tribal HUD-VASH assistance to pay for the unit.
- **Historical Adjustment:** User selects this item for entering VASH participants that were participating prior to the implementation of the HIP system.

Instructions: Select the Type of Action from the drop-down menu.

2b. Effective date of action

Field Type: Date (Required Field)

Instructions: The Effective Date of Action is the date the reported action took place. Users can click on the calendar icon to select a date or enter the date in mm/dd/yyyy format.

2c. Correction?

Field Type: Dropdown field

Instructions: This option is currently not available for Tribal HUD VASH, please skip this field.

2h. Date of admission to program

Field Type: Date (Required Field)

Instructions: This date is used to determine the participant's initial admission into the program. Users can click on the calendar icon to select a date or enter the date in mm/dd/yyyy format.

2i. Effective date of next reexam

Field Type: Date (Required Field)

Instructions: This date is used to determine the participant's next reexamination in the Tribal HUD-VASH program.

3b. Last name & Sr., Jr., etc.

Field Type: Text (Required Field)

Definition: Legal Last name as it appears on the participants Social Security Card.

Instructions: Insert last name as it appears on the participants Social Security Card.

3c. First Name

Field Type: Text (Required Field)

Definition: Legal first name as it appears on the participants Social Security Card.

Instructions: Insert first name as it appears on the participants Social Security Card.

3d. Middle Initial

Field Type: Text

Definition: Legal middle initial as it appears on the participants Social Security Card.

Instructions: Insert middle initial as it appears on the participants Social Security Card.

3e. Date of Birth

Field Type: Date (Required Field)

Instructions: Users can click on the calendar icon to select a date or enter the date in mm/dd/yyyy format. If the user is entering the date manually, the date entry needs to match the format MM/DD/YYYY otherwise it will trigger an error.

3f. Age on effective date of action

Field Type: Text

Instructions: This field will auto populate

3g. Sex

Field Type: Dropdown Field

Instructions: Select Male or Female from the drop-down menu.

3h. Relation

Field Type: Dropdown field (Required Field)

Directions: Indicate the relation of the household member.

Instructions: Select from the following choices from the drop-down menu:

- H - Head
- S - Spouse
- K - Co-head
- F - Foster child/foster adult
- Y - Other youth under 18
- E - Full time student above 18
- L - Live in aid
- A - Other adult

3i. Citizenship

Field Type: Dropdown field

Definition: Indicate the United States citizenship status of the applicant(s).

Instructions: Select the United States citizenship status from the drop-down menu:

- EC - Eligible Citizen
- EN - Eligible Noncitizen
- IN - Ineligible Noncitizen
- PV - Pending verification

3j. Disability

Field Type: Dropdown field

Definition: A person with disabilities has one or more of the following:

- A disability as defined in section 223 of the Social Security Act.
- A physical, mental, or emotional impairment, which is expected to be of long-continued and indefinite duration, substantially impedes his or her ability to live independently, and is of such a nature that such ability could be improved by more suitable housing conditions.

- A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act.
- Acquired immune deficiency syndrome (AIDS) or any condition that arises from the etiologic agent for AIDS.

Instructions: Indicate whether the household member has a disability as defined above from the drop-down menu.

3k. Race

Field Type: Dropdown field (Required Field)

Definition: Use the code or codes that best indicates each household member's race.

Instructions: Select as many codes as appropriate from the drop-down menu. More than one race code can be entered for each household member. NOTE: At least one of the choices must be 'American Indian/Alaskan Native' for the Tribal HUD VASH Form.

- 1 = White
- 2 = Black/African American
- 3 = American Indian/Alaskan Native
- 4 = Asian
- 5 = Native Hawaiian/Other Pacific Islander

3m. Ethnicity

Field Type: Dropdown field (Required Field)

Definition: Use the code that best indicates each households' members' ethnicity

Instructions: Select the code that best indicates each households' members' ethnicity from the drop-down menu.

- 1 = Hispanic or Latino
- 2 = Not Hispanic or Latino

3n. Social Security Number

Field Type: Text (encrypted) (Required Field)

Instructions: Enter the 9-digit Social Security Number (SSN) issued to each household member by the Social Security Administration (SSA). Do not include dashes, just the numbers.

3r. Veteran

Field Type: Dropdown field (Required Field)

Instructions: Select Yes or No from the dropdown field. 'Yes' must be selected or you will receive an error message.

3t(1). Bedrooms for Household

Field Type: Number

Definition: Total number of bedrooms needed by the family being assisted.

Instructions: Input the total number of bedrooms needed by the family being assisted.

3w. Former head of household's SSN

Field Type: Text (encrypted)

Instructions: Enter the 9-digit Social Security Number (SSN) issued to the previous head of household member by the Social Security Administration (SSA). Do not include dashes, just the numbers.

4b. ZIP code before admission

Field Type: Text

Instructions: Enter the 5-digit ZIP code where the family lived before admission to an assistance program.

4c. Homeless at admission?

Field Type: Dropdown field (Y or N) (Required Field)

Definition: Indicate whether the family was homeless or at risk of homelessness at the time the family was admitted to a housing assistance program. 'Yes' must be selected or you will receive an error message.

5a(1). Unit Address: Number & Street

Field Type: Text (Required Field)

Instructions: Insert the unit address number and street name.

5a(2). Unit Address: Apt.

Field Type: Text

Instructions: Insert the Apt. number if applicable.

5a(3). Unit Address: City

Field Type: Text (Required Field)

Instructions: Insert the City.

5a(4). Unit Address: State

Field Type: Text (Required Field)

Instructions: Choose the State from the dropdown menu.

5a(5). Unit Address: Zip Code

Field Type: Text (Required Field)

Instructions: Insert the Zip Code.

5a(6). Unit Address: Zip Code Plus 4

Field Type: Text

Instructions: Insert the Zip Code Plus 4.

5b. Mailing address same as unit address

Field Type: Check Box (Required Field)

Instructions: Check box if mailing address is same as unit address. If the mailing address is not the same as the unit address, please fill out the mailing address.

5d. Number of bedrooms in unit

Field Type: Text (Required Field)

Instructions: Total number of bedrooms in the unit that the household will occupy on the effective date of action.

5d(1). Bedroom Difference Justification

Field Type: Text

Definition: Justification for difference between the number of bedrooms in unit (5d) is different than the number of Bedrooms for Household given at 3t(1).

Instructions: If the number of bedrooms in unit (5d) is different than the number of Bedrooms for Household given at 3t(1), include a justification.

In situations where the available housing has more bedrooms than necessary for the family size and composition, the rental assistance payment must be limited to the number of bedrooms appropriate for the household. If a recipient chooses to “over house” a Veteran family by placing the family in a larger unit than the family requires, the maximum amount of Tribal HUD–VASH funds that can be used to house the Veteran family is the rent for a unit the family size and composition.

More information on bedroom size can be found in the [Consolidation Notice](#), and you can contact the Area ONAP for any needed assistance.

5k. Structure type

Field Type: Dropdown field (Required Field)

Definition: Choose the most closely matching description of the project from among this list:

- **Single family detached** includes building structures that house only one family under one roof.
- **Semi-detached** includes units in duplexes and two-family homes.
- **Rowhouse/townhouse** includes structures with three or more units' side-by-side and under one roof. Low-rise includes multifamily apartment buildings of five or more units and up to four stories. Also include five or six story buildings without an elevator as low-rise structures.
- **Low-rise** includes structures lower than three stories
- **High-rise with elevator** includes buildings of five stories or more with elevators.
- **Manufactured homes** are constructed according to a code administered by the U.S. Department of Housing and Urban Development (HUD Code). The HUD Code, unlike conventional building codes, requires manufactured homes to be constructed on a permanent chassis. This includes mobile homes.

Instructions: Please select from the dropdown menu the structure type that most closely meets your project.

9j. Total Tenant Rent Contribution Payment (TTP)

Field Type: Number

Definition: The monthly rent contribution payment from the Veteran household.

Instructions: Input the amount the Veteran household paid toward the total monthly rent amount.

Number 11

These items will only appear in Project Based Assistance. For Tenant Based Assistance, please continue to Number 12.

11h. Owner Name

Field Type: Text (Required Field)

Instructions: Type in the property owner's first and last name or company name.

11i. Owner SSN

Field Type: Text (Required Field)

Instructions: If the property owner is an individual type in their SS number.

11 I. Owner TIN

Field Type: Text (Required if SSN is not)

Instructions: If the property owner is a company, then type in its TIN number. The TIN must be typed in the following format: XX-XXXXXXX.

11k. Contract rent to owner

Field Type: Text

Instructions: Input the total monthly rent amount paid to the unit owner under the lease, or other subsidized rent amount.

11m. Utility allowance

Field Type: Text (Required Field)

Instructions: If the payment does not include all utilities, input the monthly allowance amount for tenant supplied utilities. If the payment does include all utilities, input "0" as this is a required field.

11n. Gross rent of the unit

Field Type: Auto Calculated

Instructions: To get the unit's total monthly rent amount, or gross rent, add the contract rent to owner (line 11k) and utility allowance (if any) (line 11m) together.

11q. TTP

Field Type: Auto Calculated

Instructions: Total tenant rent contribution payment copied from 9j.

11r. Total RAP

Field Type: Auto Calculated

Instructions: Total rental assistance payment (RAP), which is composed of the gross rent of the unit (line 11n) minus total tenant contribution (line 11q).

Number 12

These items appear for Tenant Based Applicants only. For Project Based Applicants, please follow Number 11.

12a. Number of bedrooms on voucher

Field Type: Text (Required Field)

Instructions: The unit size (number of bedrooms) listed on the voucher issued to the family. This may be different than the number of bedrooms in the unit.

12b. Is family moving in?

Field Type: Dropdown field (Y or N) (Required Field)

Instructions: Indicate if the family is moving into the unit in connection with the reported action. If the family lease is in place, or if the family is remaining in the same unit at the time of re-examination, enter N.

12h. Owner Name

Field Type: Text (Required Field)

Instructions: Input the unit owner's legal name.

12i. Owner TIN/SSN

Field Type: Text (encrypted) (Required Field)

Instructions: Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner. The TIN must be typed in the following format: XX-XXXXXXX. If a SSN, do not include dashes, just the numbers.

12k. Contract Rent to Owner

Field Type: Text

Definition: Rent to Owner is the total monthly rent payable to the unit owner under the lease for the contract unit.

Instructions: Please input the total monthly rent payable to the unit owner under the lease for the contract unit as a numerical value.

12m. Utility allowance

Field Type: Text (Required Field)

Definition: If the payment does not include all utilities, the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit.

Instructions: Please input the monthly allowance amount for tenant supplied utilities that apply to the family occupied unit if the payment does not include all utilities. If the payment does include all utilities, input "0" as this is a required field.

12p. Gross rent of unit

Field Type: Text

Definition: Gross rent of unit or space rent.

Instructions: Add rent to owner to the utility allowance.

12r. Total Tenant Rent Contribution payment (TTP)

Field Type: Auto Calculated

Definition: The monthly rent contribution payment from the Veteran household.

Instructions: This is copied from 9j.

12s. Total RAP

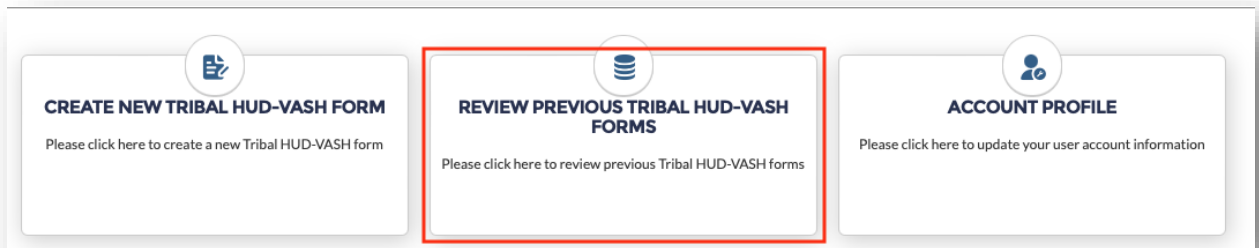
Field Type: Auto Calculated

Definition: The annual RAP contribution of Tribal HUD-VASH funding for a 12 month period.

Instructions: Please calculate by doing the following: Add rent to owner (line 12k) to the utility allowance (line 12m).

Continue previously drafted Tribal HUD VASH Form

1. To amend a previously submitted Tribal HUD-VASH form, select the 'Review Previous Tribal HUD-VASH Forms' tile on the home page.



2. A list is displayed with previous Tribal HUD-VASH submission records. Select the record in the Form Submission Name column to either view or complete the form.

Home Building and Units Account Profile Q

All VASH Forms ⚙

50+ Items • Sorted by Form Submission Name • Filtered by All form submissions - Record Type

| | Form Submission Name ↓ | 2a. Type of Action | 2b. Effective date of act... | 2b. Effective date of action | 2c. Correction? | Status | |
|----|------------------------|--------------------|------------------------------|------------------------------|-----------------|-----------|---|
| 1 | Form-0005110 | 1 - New Admission | | 6/10/2021 | No | Submitted | ▼ |
| 2 | Form-0005091 | 1 - New Admission | | 6/8/2021 | Yes | Submitted | ▼ |
| 3 | Form-0005075 | 1 - New Admission | | 6/7/2021 | Yes | Submitted | ▼ |
| 4 | Form-0005074 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |
| 5 | Form-0005073 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |
| 6 | Form-0005072 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |
| 7 | Form-0005071 | 1 - New Admission | | 6/7/2021 | Yes | Submitted | ▼ |
| 8 | Form-0005070 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |
| 9 | Form-0005069 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |
| 10 | Form-0005068 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |
| 11 | Form-0005067 | 1 - New Admission | | 6/7/2021 | No | Draft | ▼ |

- a. Select a form in 'Draft' status and you will be taken back to the fillable form to complete it.

All VASH Forms ▾

50+ Items • Sorted by Form Submission Name • Filtered by All form submissions - Record Type



| | Form Submission Name ▾ | 2a. Type of Action ▾ | 2b. Effective date of act... ▾ | 2b. Effective date of action ▾ | 2c. Correction? ▾ | Status ▾ |
|---|------------------------|----------------------|--------------------------------|--------------------------------|-------------------|-----------|
| 1 | Form-0005110 | 1 - New Admission | | 6/10/2021 | No | Submitted |
| 2 | Form-0005091 | 1 - New Admission | | 6/8/2021 | Yes | Submitted |
| 3 | Form-0005075 | 1 - New Admission | | 6/7/2021 | Yes | Submitted |
| 4 | Form-0005074 | 1 - New Admission | | 6/7/2021 | No | Draft |
| 5 | Form-0005073 | 1 - New Admission | | 6/7/2021 | No | Draft |
| 6 | Form-0005072 | 1 - New Admission | | 6/7/2021 | No | Draft |
| 7 | Form-0005071 | 1 - New Admission | | 6/7/2021 | Yes | Submitted |
| 8 | Form-0005070 | 1 - New Admission | | 6/7/2021 | No | Draft |

1 - Action
2 - Household
3 - Unit
4 - Assistance
5 - Review

1a. Tribe/TDHE

1b. TDHE Code

***1c. Program**

***2a. Type of Action**

***2b. Effective date of action**

2c. Correction?

***2h. Date of admission to program**

***2i. Effective date of next reexam**

Save & Next