eVMS Wave 1: On-Boarding and Training

Department of Housing and Urban Development

Prepared by CVR Associates, Inc.

Agenda

This webinar will introduce eVMS (Enterprise Voucher Management System), provide an overview of eVMS, and outline next steps and reference materials.

1. Purpose and Goals of eVMS
2. Overview of eVMS
3. eVMS Calculation
4. Demonstration and Use of eVMS
5. Importance of Accurate PIC Reporting
6. Additional Resources

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Purpose & Goals of eVMS

Purpose of the System

Purpose of eVMS

eVMS is used for managing funds for the Housing Choice Voucher (HCV) Program and performs the following functions:

1. Automatically calculate HAPs using 50058 family-level data derived from PIC (PIH Information Center), and eventually from the Housing Information Portal (HIP). eVMS does not directly collect 50058 data.

2. Calculate and track administrative fees across all programs (available in later releases).

3. Provide a daily view of funding balances.

HUD developed eVMS to further support its mission to create strong, sustainable, inclusive communities and quality affordable homes for all.

Goals and Expectations of Wave 1

Congratulations! Your public housing authority (PHA) is on its way to utilizing eVMS and getting funded using real-time 50058 data. Before diving into eVMS, here are the goals for Wave 1:

1. PHAs will begin receiving housing assistance payments (HAP) disbursements through eVMS beginning January of 2024. If there is a government shutdown, this date may be modified.

2. PHAs should successfully complete 50058 submissions in an accurate and timely fashion.

3. Work with the eVMS team and your FMC (Financial Management Center) Financial Analysts to ensure the HAP calculation in eVMS is sufficient to cover monthly needs.

4. PHAs begin using eVMS to see real-time, daily funding information and balances.

5. Continue reporting UML/expenses in VMS each month.

Overview of eVMS

Transition to eVMS

With the transition to eVMS, certain key tasks become even more important:

- Timely submission of 50058s
- Timely correction of PIC errors

Incomplete 50058 data could put PHAs at risk of underfunding.

Monthly Disbursement

Use of 50058 Data

- Unit Months Leased (UML) and HAP expenses will be gathered via submitted 50058s.
- Data will be used to determine monthly disbursements of HAP and administrative fee eligibility.

PHAs will still need to monitor disbursement schedules and work with (FMC to request changes to disbursement amounts if anticipated HAP need exceeds planned eVMS disbursements.

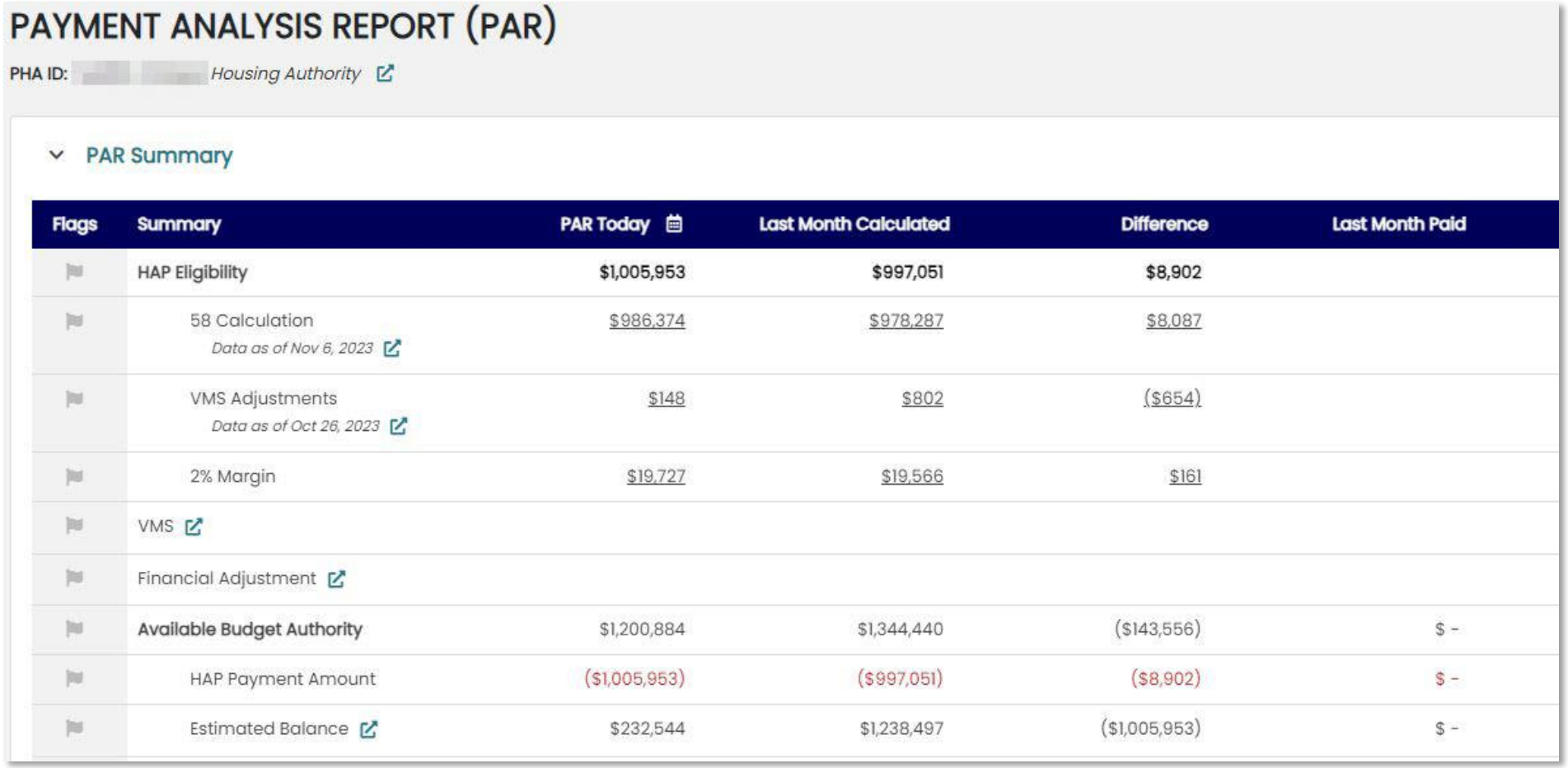
NOTE: Confirm PIC and/or HIP (Housing Information Portal) information is/are current and accurate prior to requesting additional disbursements from FMC.

PHA Landing Page

Upon logging in, the **PHA landing page** or the **Payment Analysis Report (PAR) Summary** page displays.

The calculations include:

- HAP Eligibility
- 50058 Calculation
- VMS Adjustments
- Financial Adjustments
- Available Budget Authority
- HAP Amount
- PHA Available Funds and Activity
- Admin Fees



PAYMENT ANALYSIS REPORT (PAR)

PHA ID: [redacted] *Housing Authority*

PAR Summary

Flags	Summary	PAR Today	Last Month Calculated	Difference	Last Month Paid
	HAP Eligibility	**$1,005,953**	**$997,051**	**$8,902**	
	58 Calculation *Data as of Nov 6, 2023*	$986,374	$978,287	$8,087	
	VMS Adjustments *Data as of Oct 26, 2023*	$148	$802	($654)	
	2% Margin	$19,727	$19,566	$161	
	VMS				
	Financial Adjustment				
	Available Budget Authority	$1,200,884	$1,344,440	($143,556)	$ -
	HAP Payment Amount	($1,005,953)	($997,051)	($8,902)	$ -
	Estimated Balance	$232,544	$1,238,497	($1,005,953)	$ -

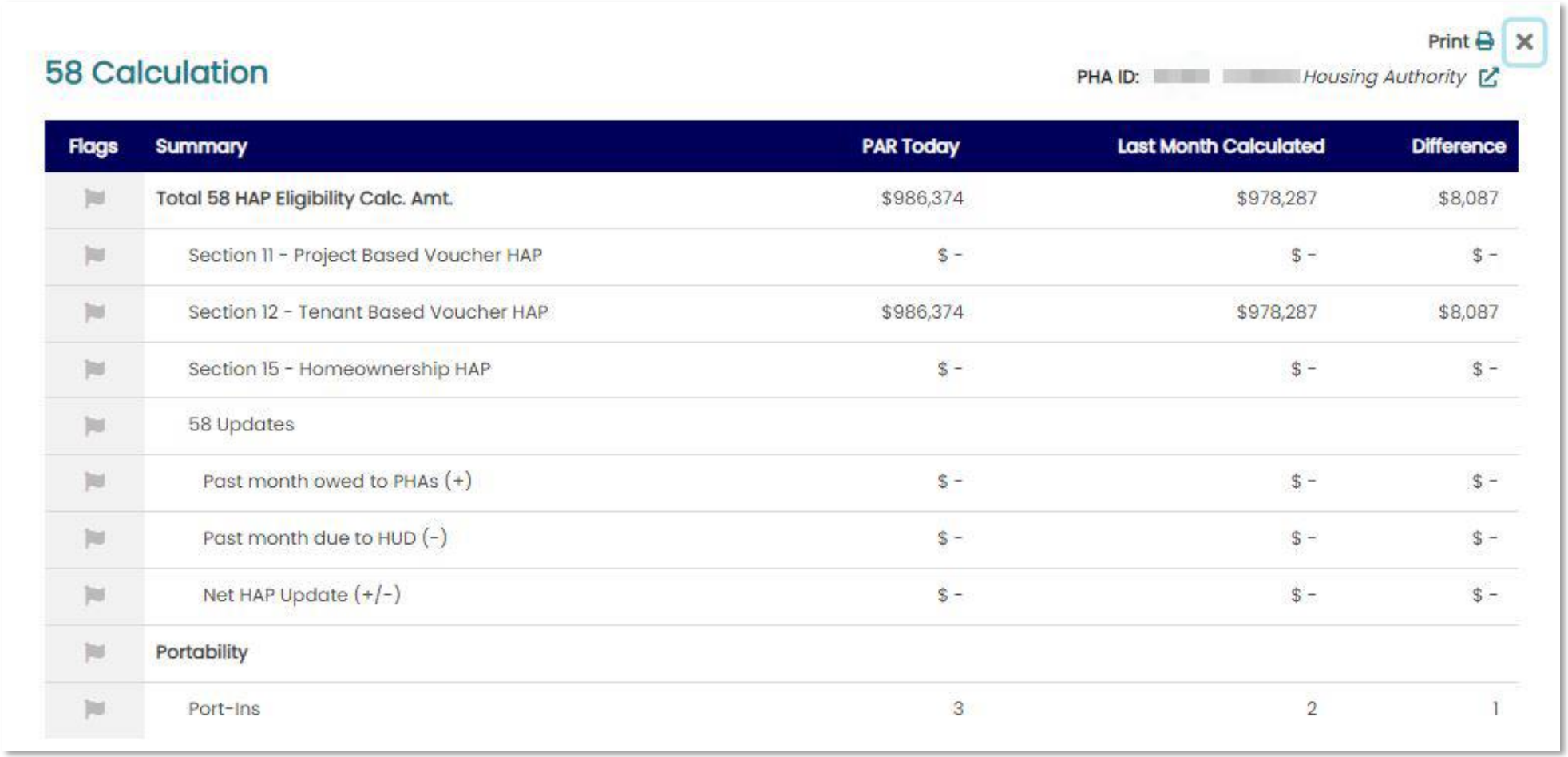
PAR Today: Payment calculated as of the previous day

Last Month Calculated: Calculated payment as of the previous month

Difference: Difference between PAR and last month calculated

Last Month Paid: Actual payment for the previous month

Payment Analysis Report (PAR)



58 Calculation

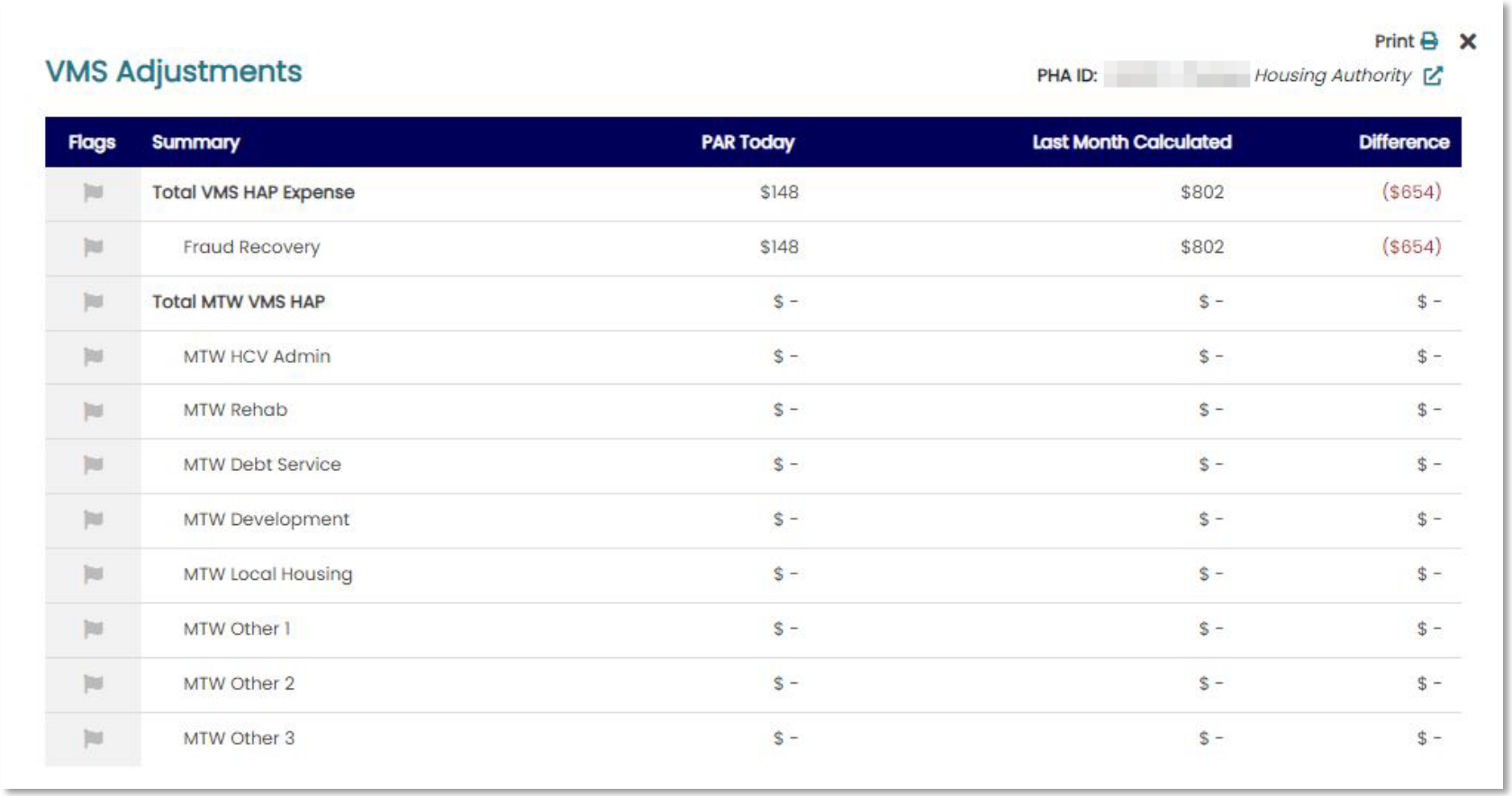
Print

PHA ID: [redacted] [redacted] *Housing Authority*

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total 58 HAP Eligibility Calc. Amt.	$986,374	$978,287	$8,087
	Section 11 - Project Based Voucher HAP	$ -	$ -	$ -
	Section 12 - Tenant Based Voucher HAP	$986,374	$978,287	$8,087
	Section 15 - Homeownership HAP	$ -	$ -	$ -
	58 Updates			
	Past month owed to PHAs (+)	$ -	$ -	$ -
	Past month due to HUD (-)	$ -	$ -	$ -
	Net HAP Update (+/-)	$ -	$ -	$ -
	Portability			
	Port-Ins	3	2	1

On this page, there are columns with the value for that day (PAR), the previous month, and the difference from the previous month. There are also fields that track **port-in vouchers**.

50058 Family Level Calculation



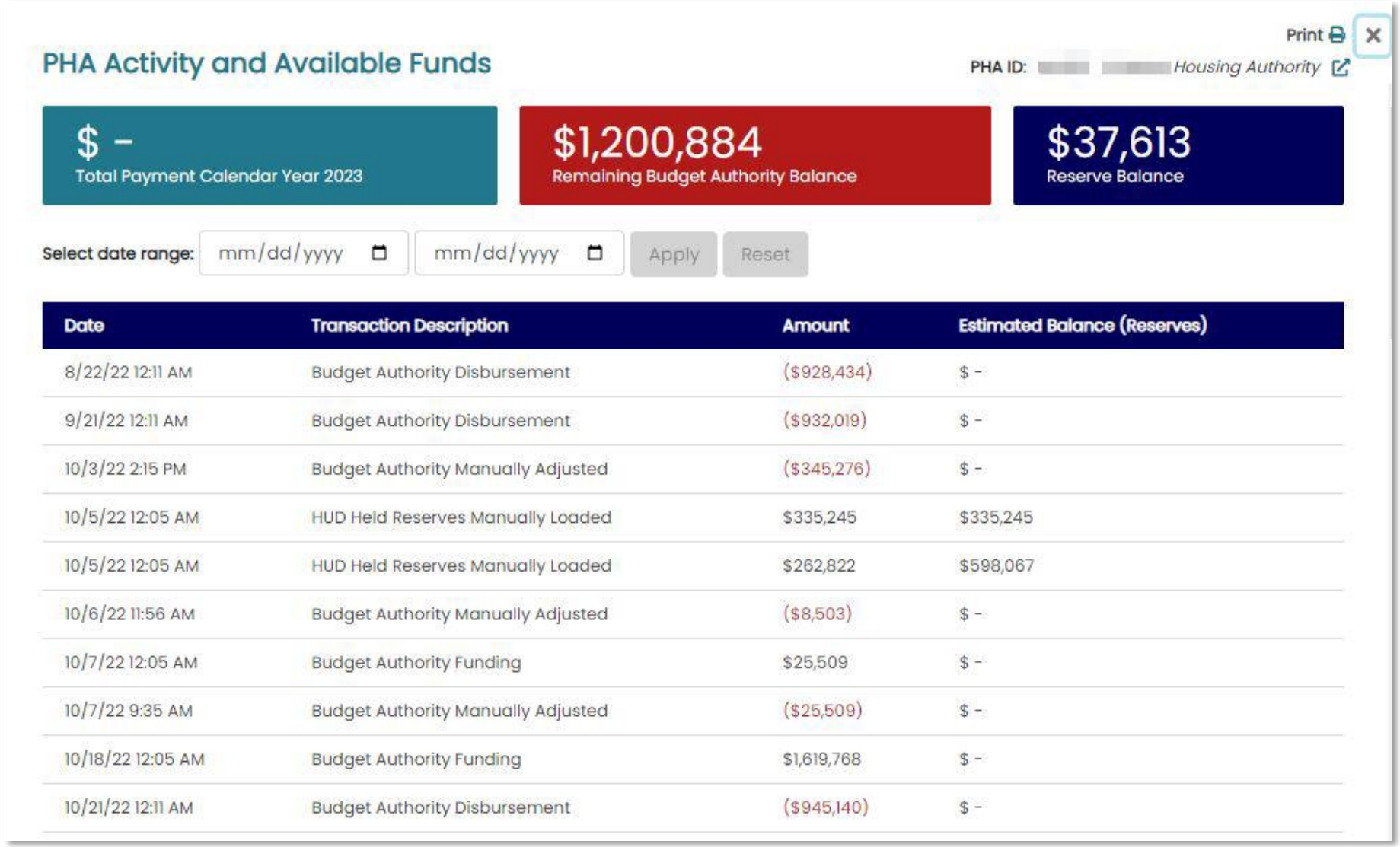
Print

VMS Adjustments

PHA ID: [redacted] *Housing Authority*

Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total VMS HAP Expense	$148	$802	($654)
	Fraud Recovery	$148	$802	($654)
	Total MTW VMS HAP	$ -	$ -	$ -
	MTW HCV Admin	$ -	$ -	$ -
	MTW Rehab	$ -	$ -	$ -
	MTW Debt Service	$ -	$ -	$ -
	MTW Development	$ -	$ -	$ -
	MTW Local Housing	$ -	$ -	$ -
	MTW Other 1	$ -	$ -	$ -
	MTW Other 2	$ -	$ -	$ -
	MTW Other 3	$ -	$ -	$ -

On this page, the **non-HAP expenses** included in the total monthly calculation are displayed. If the PHA reported fraud recovery or any MTW (Moving-to-Work) expenses, these are reflected in the final HAP calculation and the breakdown is shown here.



Print

PHA Activity and Available Funds

PHA ID: [redacted] Housing Authority

$ - Total Payment Calendar Year 2023	$1,200,884 Remaining Budget Authority Balance	$37,613 Reserve Balance

Select date range: mm/dd/yyyy mm/dd/yyyy Apply Reset

Date	Transaction Description	Amount	Estimated Balance (Reserves)
8/22/22 12:11 AM	Budget Authority Disbursement	($928,434)	$ -
9/21/22 12:11 AM	Budget Authority Disbursement	($932,019)	$ -
10/3/22 2:15 PM	Budget Authority Manually Adjusted	($345,276)	$ -
10/5/22 12:05 AM	HUD Held Reserves Manually Loaded	$335,245	$335,245
10/5/22 12:05 AM	HUD Held Reserves Manually Loaded	$262,822	$598,067
10/6/22 11:56 AM	Budget Authority Manually Adjusted	($8,503)	$ -
10/7/22 12:05 AM	Budget Authority Funding	$25,509	$ -
10/7/22 9:35 AM	Budget Authority Manually Adjusted	($25,509)	$ -
10/18/22 12:05 AM	Budget Authority Funding	$1,619,768	$ -
10/21/22 12:11 AM	Budget Authority Disbursement	($945,140)	$ -

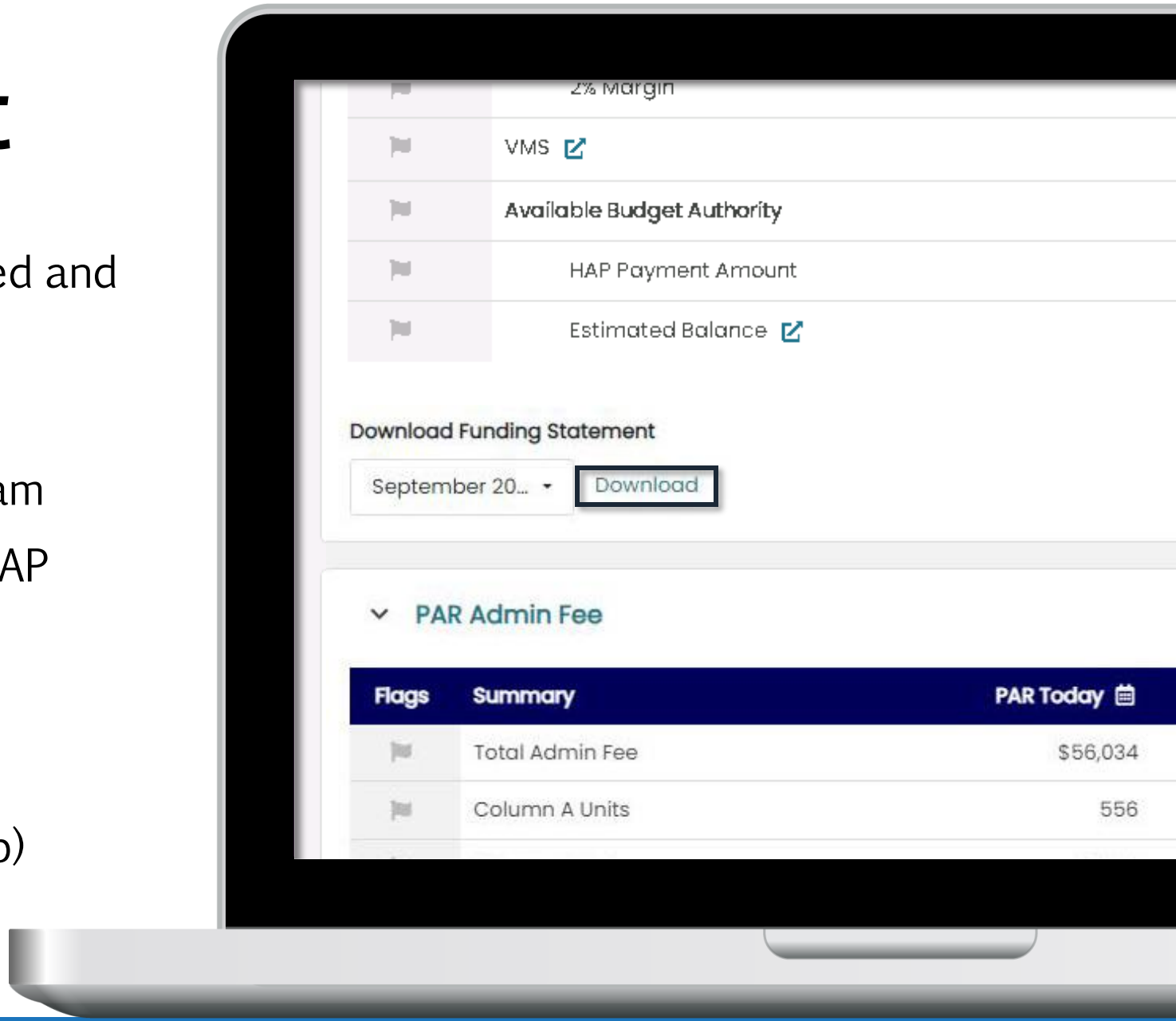
Estimated Balance: PHA Activity and Available Funds

Funding Statement

The funding statement can be downloaded and saved as an Excel workbook.

The statement's information includes:

- Calculated HAP for the HCV Program
- The 58 calculation with any non-HAP VMS adjustments
- The Budget Authority balance
- Any HUD-Held Reserves
- Monthly transactions (separate tab)



	PHA HAP Funding Monthly Statement	September 2023		
1	PHA Name		Housing Authority	
2	PHA Number			
3	Program Type	HCV		
	Total PIC 50058 HAP Costs Reported:			
4	September 2023 50058 Calculation		$ 1,007,320	
5	Margin	2%	$ 20,146	
6	VMS Adjustments		$ 563	
7	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6)			$ 1,026,903
	Available Funds for CY2022 Monthly Disbursement			
8	Obligated Undisbursed Budget Authority as of 8/21/23		$ 1,474,031	
9	HUD Held Reserves as of 8/21/23		$ 37,613	
10	Funds Available (Line 8 + Line 9)			$ 1,511,644
	Disbursements			
11	Calculated Monthly Need (Line 7) PIC 50058 as of 8/21/23		$ 1,026,903	
12	PHA Held Reserves		$ -	
13	Net Disbursement (Line 11 - Line 12, Minimum $0, Limited to Funds Available, Line 10)			$ 1,026,903
14	Remaining to Offset for Remaining Months		$ -	
	Comments			
15				

Funding Statement

PAR Admin Fee

Flags	Summary	PAR Today	Last Month Calculated	Difference	Last Payment
	Total Admin Fee	$56,034	$56,034	$ -	$ -
	Column A Units	556	556	-	-
	Column A Rate	126.96	126.96	-	-
	Column B Units	-	-	-	-
	Column B Rate	118.49	118.49	-	-
	Column A Admin Fee	$70,590	$70,590	$ -	$ -
	Column B Admin Fee	$ -	$ -	$ -	$ -
	Total Col A + Col B	$70,590	$70,590	$ -	$ -
	Proration Factor	0.7938	0.7938	-	-
	Admin Fees Calculated	$56,034	$56,034	$ -	$ -
	Admin Fees Obligated (CY)	$ -	$ -	$ -	$ -
	Prior Year Over-Disbursement	$ -	$ -	$ -	$ -

Users can view **Column A Rates** and **Unit counts**, **Column B Rates** and **Unit counts**, the **total of Column A**, the **total of Column B**, the **total of both Column A and B combined**, and the **total after being multiplied by the proration factor**. The proration factor is a hard-coded value and may need to be updated on an annual basis.

The **Admin Fee** section has a column for PAR Today, Last Month Calculated, Difference, and Last Payment.

NOTE: Administrative fee calculations are currently unavailable.

Administrative Fees

eVMS Calculation

Fields Used in 50058 HAP Calculation

Field	Field Number
SSN Head of Household	58 Unique Household Identifier
Date of Most Recent 58 Submission	Update Date
Effective Date of Action Code	2b
Action Code for 50058	2a
HAP Owed to Owner	11t, 12u, 15r

eVMS first filters out any families where the HAP to Owner is $0 and the Update Date is prior to 2017.

1

2

eVMS then filters out any data from future months that are not applicable to the current month's calculations (if the Effective Date of Action is less than the current month).

3

Data is sorted data by the head of household's Social Security Number (only the most recent data for each SSN head is considered). Prior months/years data for the same SSN head is eliminated. SSN head is masked for all calculation steps.

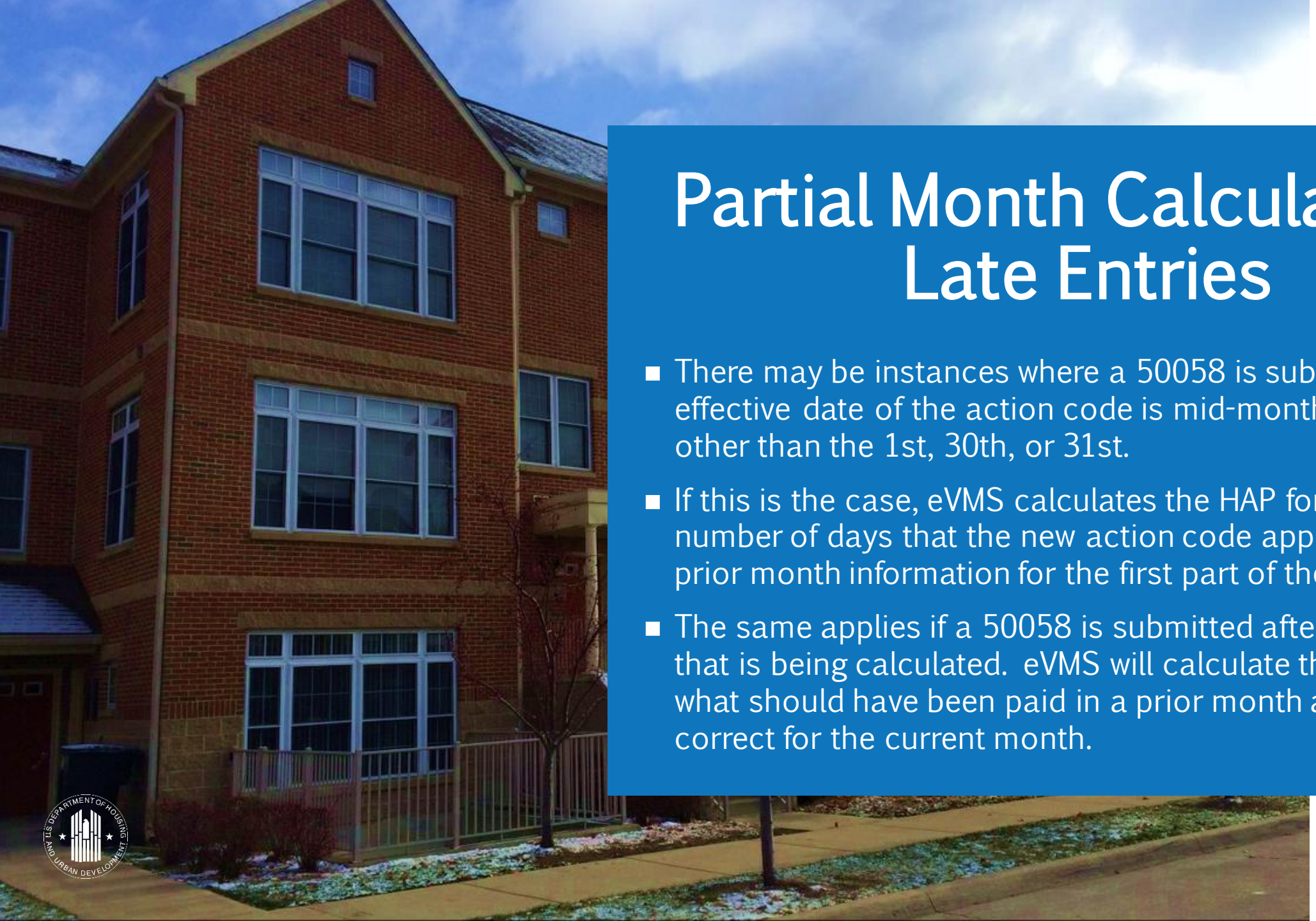
4

Families with a 5 (Port Out) or 6 (End of Participation) are eliminated.

5

After eVMS removes stated data, the 50058 HAP calculation is the HAP to Owner fields added together for all applicable families.

eVMS 50058 HAP Disbursement Calculation

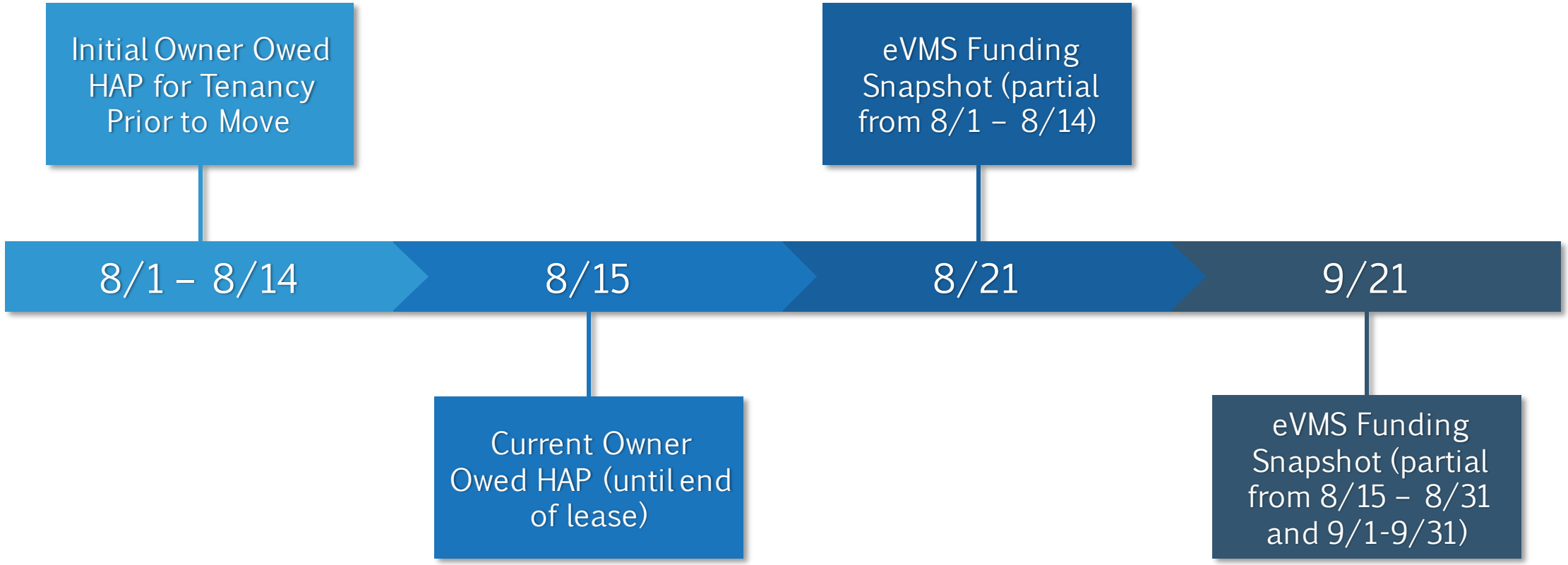


Partial Month Calculation/ Late Entries

- There may be instances where a 50058 is submitted and the effective date of the action code is mid-month or a date other than the 1st, 30th, or 31st.
- If this is the case, eVMS calculates the HAP for only the number of days that the new action code applies to and uses prior month information for the first part of the month.
- The same applies if a 50058 is submitted after the month that is being calculated. eVMS will calculate the difference in what should have been paid in a prior month and will self-correct for the current month.

Example: Partial Month Calculation

In this example, a tenant moves into a different unit mid-month:



UMLs

- Administrative fees in eVMS are calculated using the Voucher Management System's (VMS) UMLs.
- HAP UMLs in the UMA (Unit Months Available)/UML modal are calculated in eVMS by counting the number of families included in the HAP calculation (i.e., number of 50058s).
- The UML count used for the yearly overleasing reconciliation is calculated using the number of families included in the eVMS 50058 calculation.
- Currently, there is no HAP reconciliation with VMS.

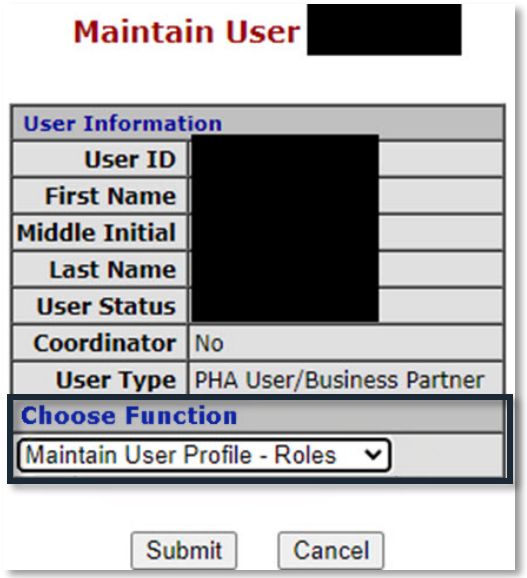
Use of eVMS

Demonstration and Overview

Accessing eVMS

Use Secure Systems (WASS) Coordinators to assign a single user to the eVMS **Role**. Multiple users will be able to access eVMS in the near future. Send an **encrypted** email to askEVMS@hud.gov with your **PHA Code** and the **M Number** of the PHA staff member who will be accessing eVMS.

Select **User Maintenance** under **System Administration.**

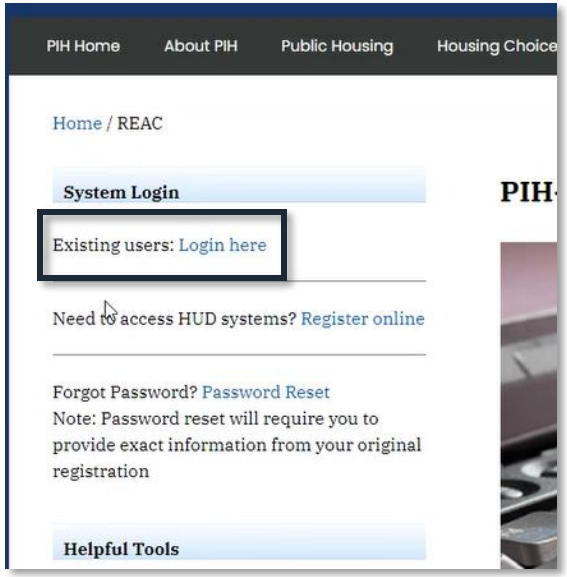


Choose the function under **Maintain User Profile – Roles.**

Select **PHA Assignment Maintenance.**

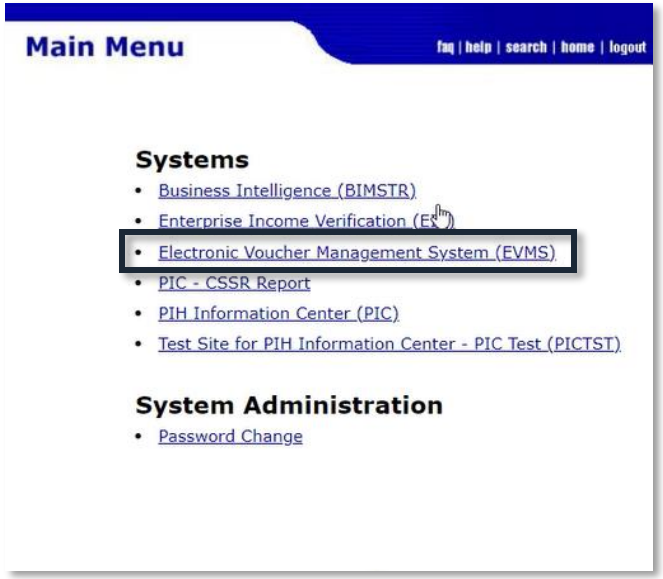
Accessing eVMS

Using an internet browser (Google Chrome recommended), access eVMS through REAC:



Select **Login here** within the **System Login** heading.

Enter your credentials. **Accept** the legal warning.

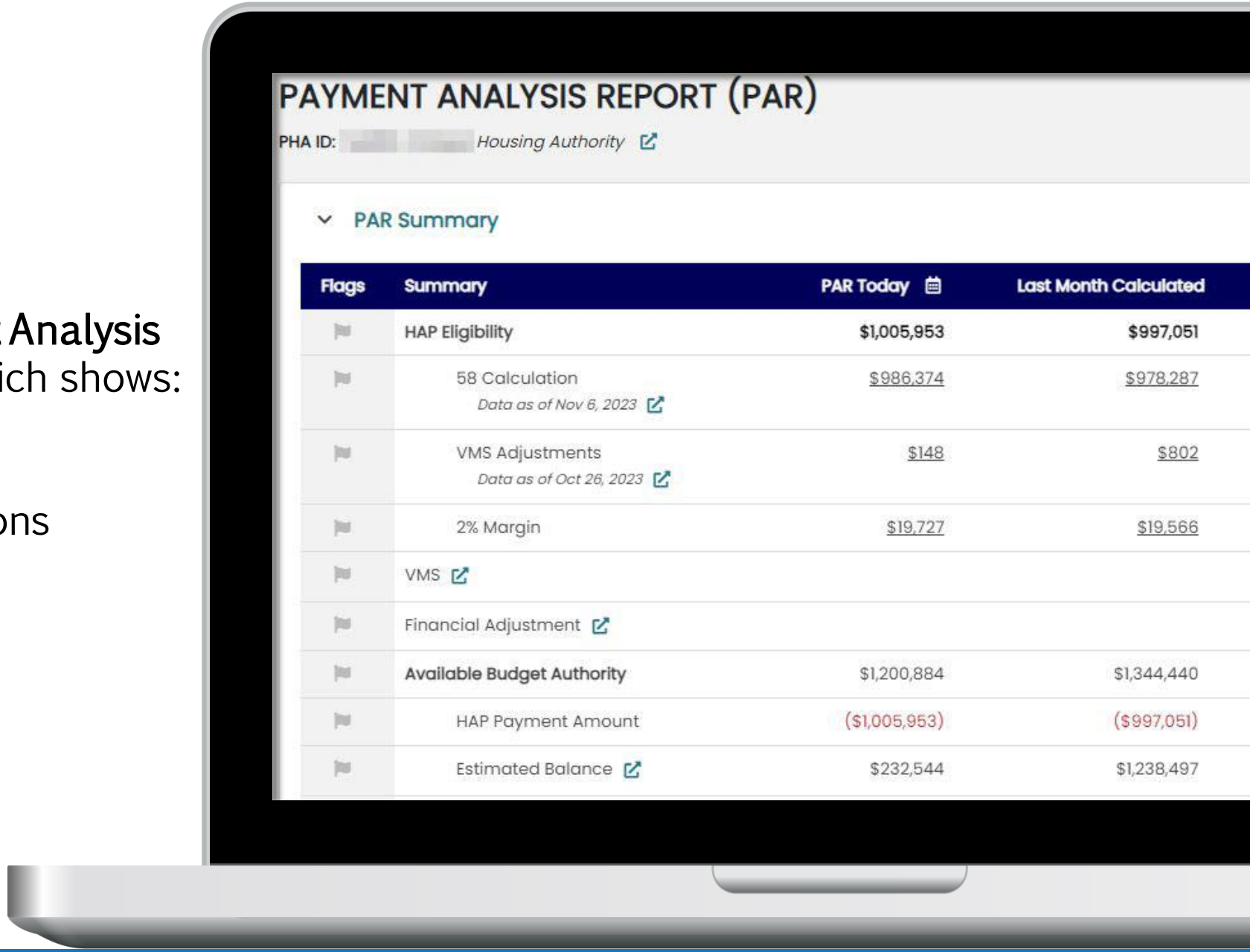


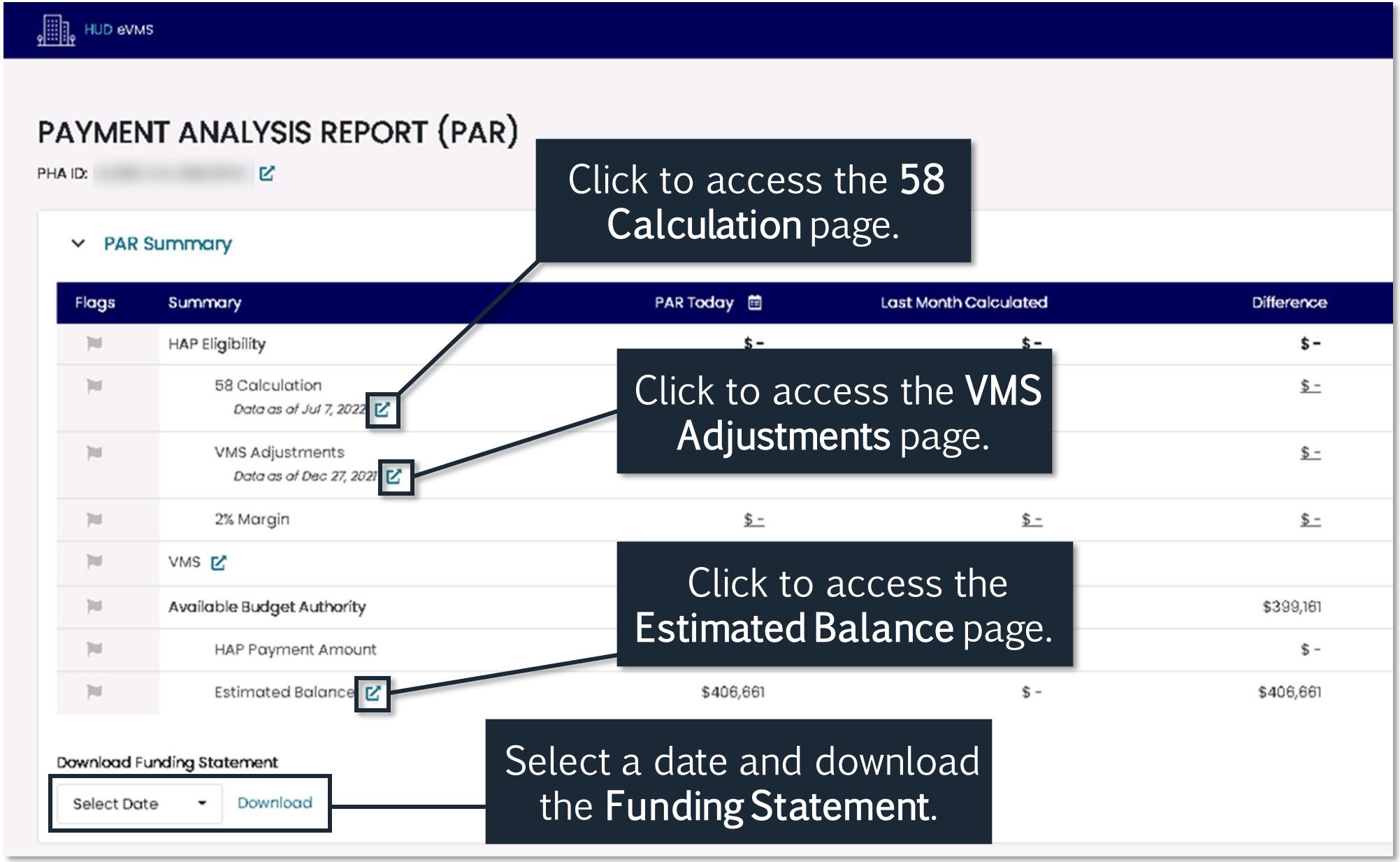
Select **Electronic Voucher Management System (eVMS).**

Landing Page

The landing page is the **Payment Analysis Report (PAR) Summary** page, which shows:

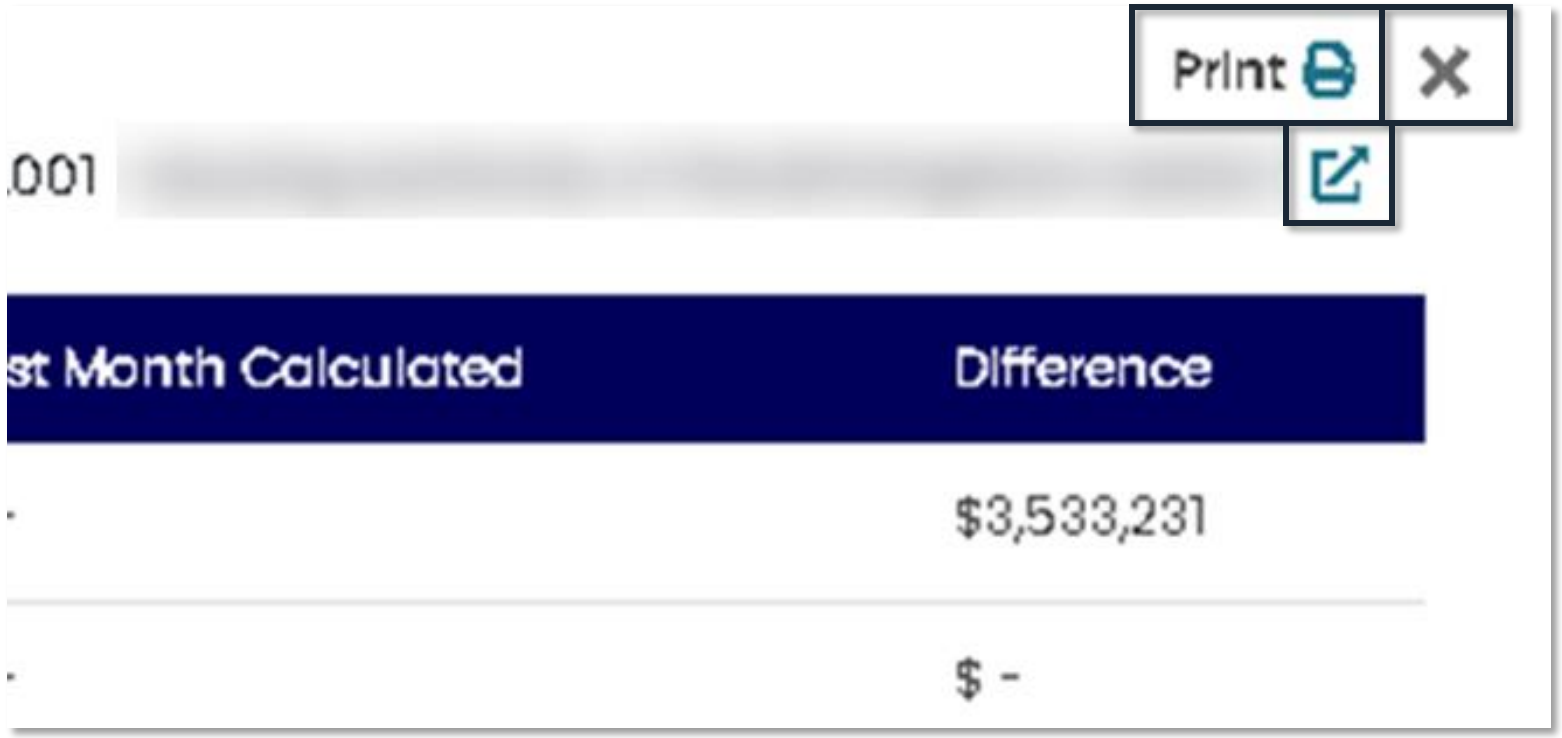
- HAP calculations
- 50058 family-level calculations
- VMS adjustments
- Estimated balances
- Funding statements





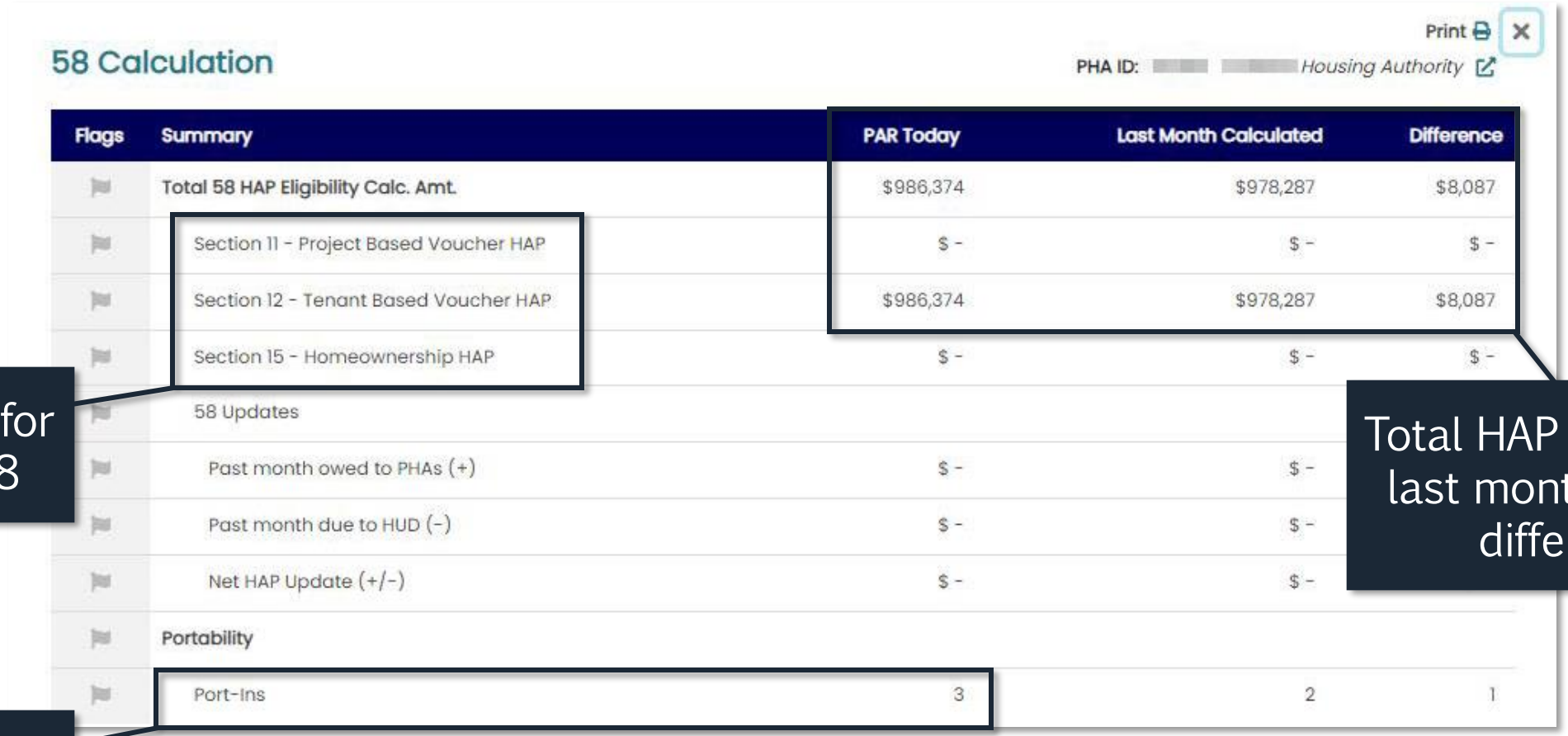
Navigating the PAR

Once a page is opened, use the buttons on the top-right corner to **extract** (.csv), **print**, or **close** the page.



Navigating Page Options

The calculated HAP displays data based on the previous day's 50058s.



Line items for the 50058

Total HAP for the day, last month, and the difference

Action Code 4 from 50058

Any reported fraud recovery or MTW non-HAP expenses are added to the final HAP calculation on this page.

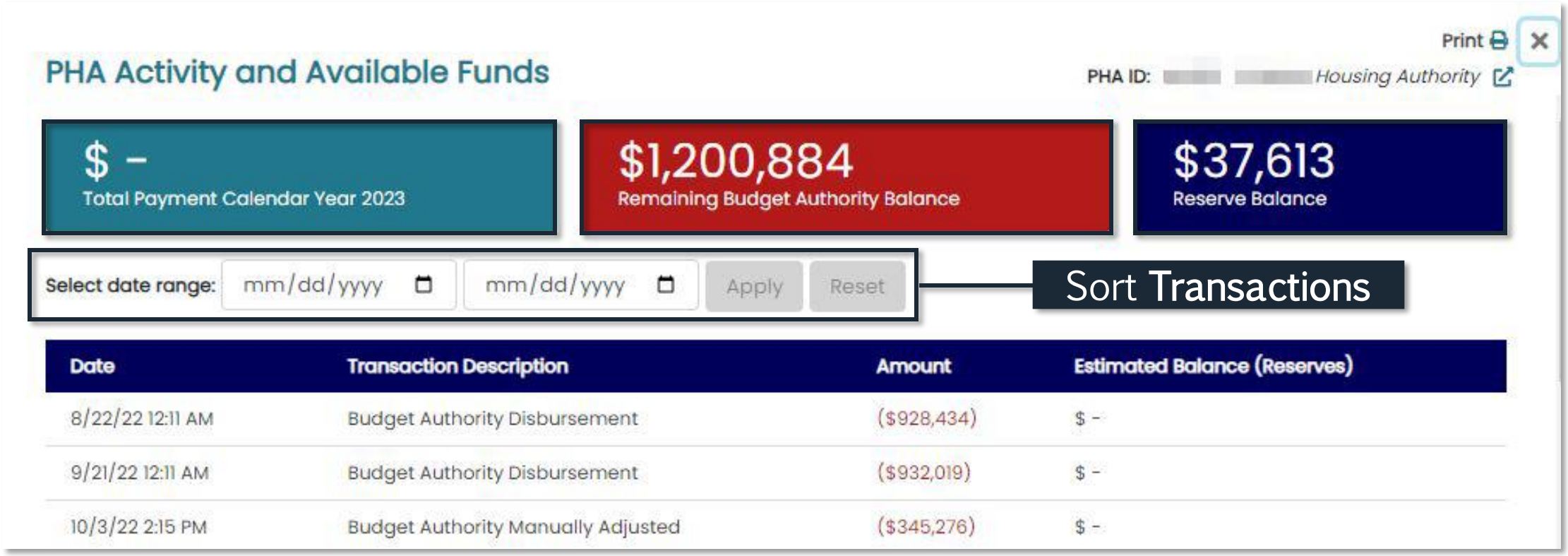
Flags	Summary	PAR Today	Last Month Calculated	Difference
	Total VMS HAP Expense	$148	$802	($654)
	Fraud Recovery	$148	$802	($654)
	Total MTW VMS HAP	$ -	$ -	$ -
	MTW HCV Admin	$ -	$ -	$ -
	MTW Rehab	$ -	$ -	
	MTW Debt Service	$ -	$ -	
	MTW Development	$ -	$ -	
	MTW Local Housing	$ -	$ -	
	MTW Other 1	$ -	$ -	$ -
	MTW Other 2	$ -	$ -	$ -
	MTW Other 3	$ -	$ -	$ -

Fraud Recovery (imported from VMS)

All MTW-related items

Total HAP for the day, last month, and the difference

Recorded transactions on this page include **disbursements**, **Budget Authority** funding allocated to the PHA, **PHA-Held Reserves** and **HUD-Held Reserves** adjustments, and **Remaining Budget Authority** transferred to HUD-Held Reserves (end of the calendar year).



NOTE: If a certain month is selected when the **Print** or **Extract** button is selected, only that month's data will be shown.

Available funds from HUD

	PHA HAP Funding Monthly Statement	September 2023		
1	PHA Name		Housing Authority	
2	PHA Number			
3	Program Type	HCV		
	Total PIC 50058 HAP Costs Reported:			
	September 2023 50058 Calculation		$ 1,007,320	
	Margin	2%	$ 20,146	
6	VMS Adjustments		$ 563	
7	Total Calculated Monthly Need (Line 4 + Line 5 + Line 6)			$ 1,026,903
	Available Funds for CY2022 Monthly Disbursement			
8	Obligated Undisbursed Budget Authority as of 8/21/23		$ 1,474,031	
9	HUD Held Reserves as of 8/21/23		$ 37,613	
10	Funds Available (Line 8 + Line 9)			$ 1,511,644
	Disbursements			
11	Calculated Monthly Need (Line 7) PIC 50058 as of 8/21/23		$ 1,026,903	
12	PHA Held Reserves		$ -	
13	Net Disbursement (Line 11 - Line 12, Minimum $0, Limited to Funds Available, Line 10)			$ 1,026,903
14	Remaining to Offset for Remaining Months		$ -	
	Comments			
15				

Funding Statement

Click > to open at the bottom of the **PAR** page.

PAR Admin Fee

Flags	Summary	PAR Today	Last Month Calculated
	Total Admin Fee	$56,034	$56,034
	Column A Units	556	556
	Column A Rate	126.96	126.96
	Column B Units	-	-
	Column B Rate	118.49	118.49
	Column A Admin Fee	$70,590	$70,590
	Column B Admin Fee	$ -	$ -
	Total Col A + Col B	$70,590	$70,590
	Proration Factor	0.7938	0.7938
	Admin Fees Calculated	$56,034	$56,034
	Admin Fees Obligated (CY)	$ -	$ -
	Prior Year Over-Disbursement	$ -	$ -

Total Admin Fee today, last month, and the difference

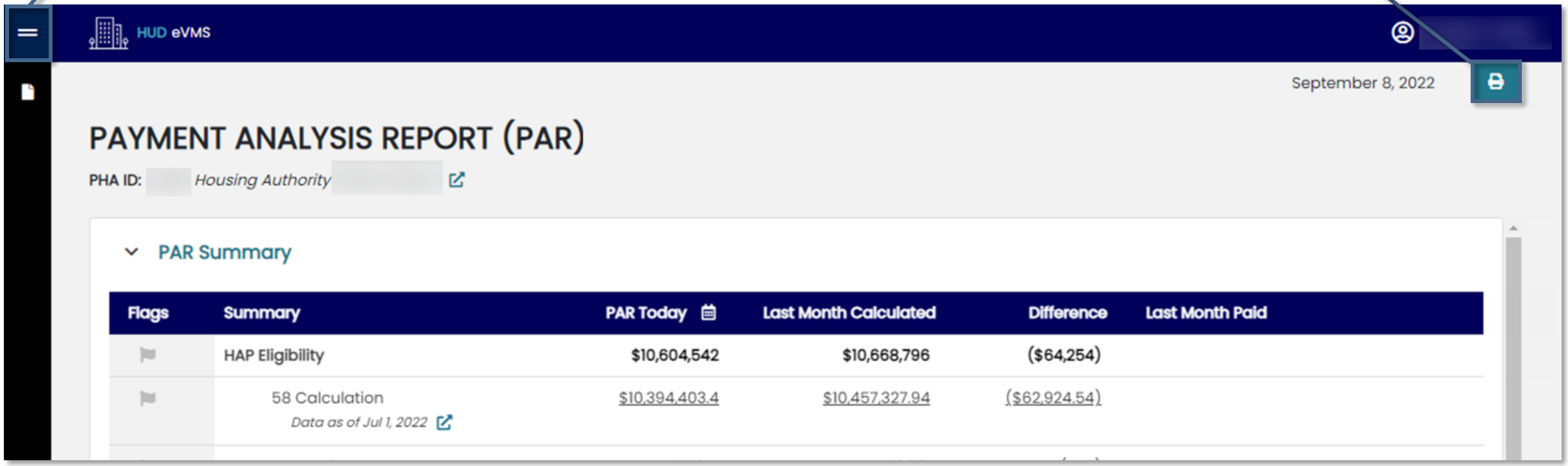
Details about **Column A and B** (units, rates, admin fees, etc.)

Admin fees, proration factors, disbursements, and the balance

PAR Admin Fee

Click to see additional resources/tabs.

Click to Print/Extract PAR Summary.



Navigating Menus

Once the **Print/Extract PAR Summary** button is selected, all PAR summary data downloads to the user's computer as a .csv file.

The system populates green success messages once the documents are prepared and then successfully downloaded.

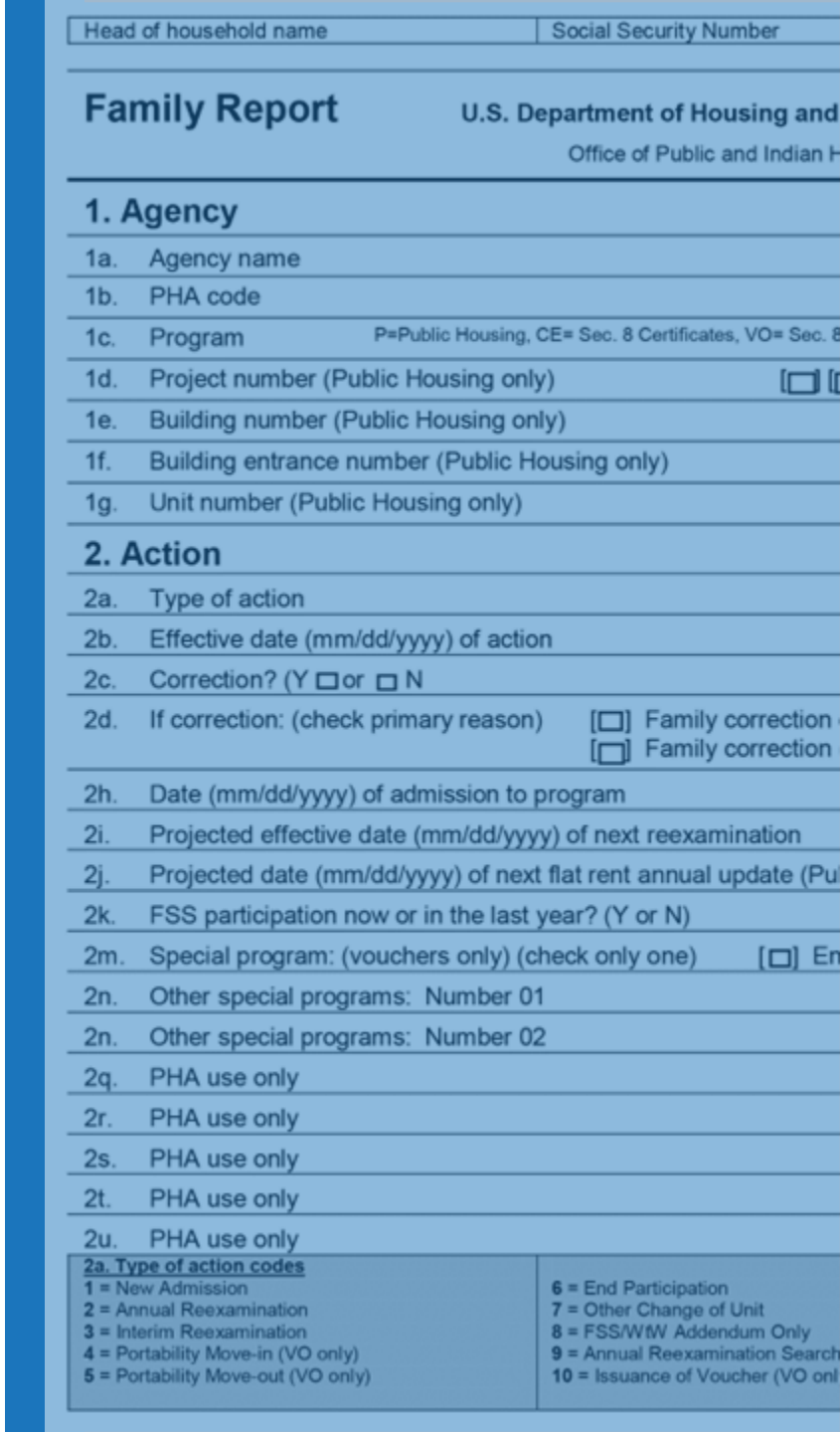
Possible Sources of Differences

1. **Manual adjustments:** Prior period adjustments may not be reflected on 50058s.

2. **Payment abatements/holds:** 50058s do not capture payments that are processed but not remitted for enforcement or operational reasons.

3. **50058 errors:** PHAs should work with HCV Program staff to ensure that 50058 fatal errors are being corrected in a timely manner. Refer to PIC Error Dashboard training.

4. **Timing of 50058 submissions:** Are there 50058s for the upcoming month that have been processed in the system of record but not yet transmitted to HUD?



Head of household name | Social Security Number

Family Report U.S. Department of Housing and

Office of Public and Indian H

1. Agency

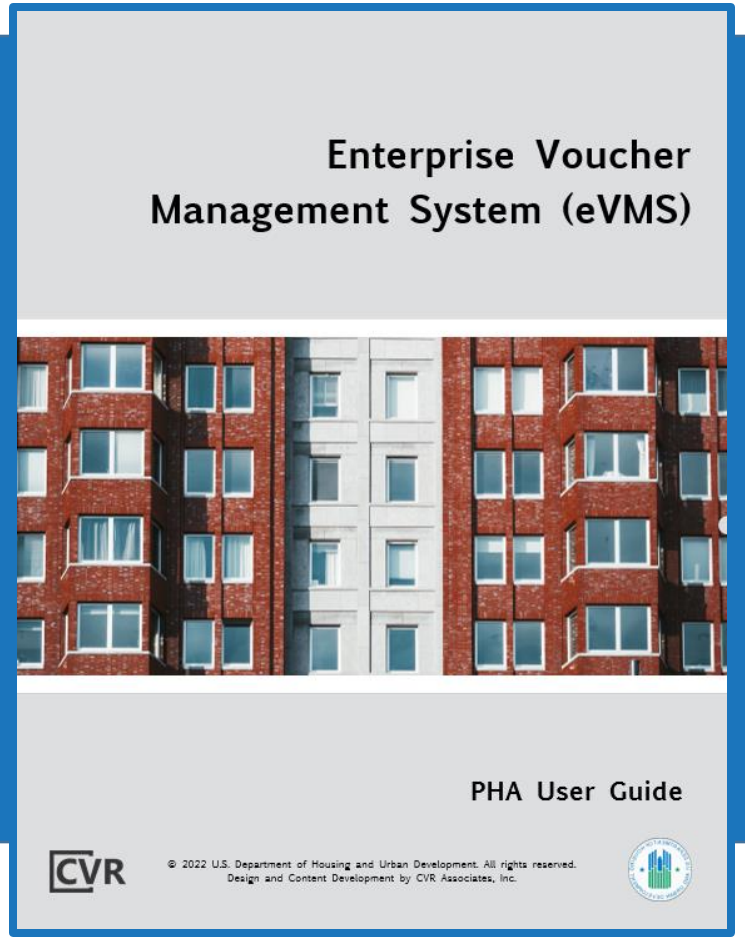
1a. Agency name
1b. PHA code
1c. Program P=Public Housing, CE= Sec. 8 Certificates, VO= Sec. 8
1d. Project number (Public Housing only)
1e. Building number (Public Housing only)
1f. Building entrance number (Public Housing only)
1g. Unit number (Public Housing only)

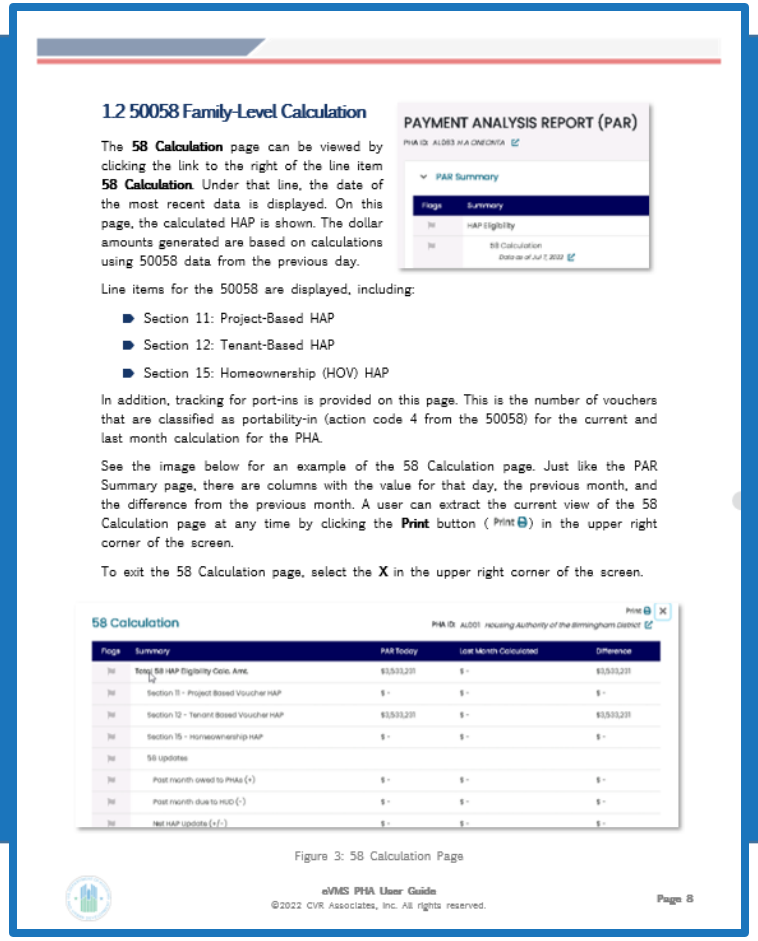
2. Action

2a. Type of action
2b. Effective date (mm/dd/yyyy) of action
2c. Correction? (Y ☐ or ☐ N
2d. If correction: (check primary reason) [☐] Family correction [☐] Family correction
2h. Date (mm/dd/yyyy) of admission to program
2i. Projected effective date (mm/dd/yyyy) of next reexamination
2j. Projected date (mm/dd/yyyy) of next flat rent annual update (Pu
2k. FSS participation now or in the last year? (Y or N)
2m. Special program: (vouchers only) (check only one) [☐] En
2n. Other special programs: Number 01
2n. Other special programs: Number 02
2q. PHA use only
2r. PHA use only
2s. PHA use only
2t. PHA use only
2u. PHA use only

2a. Type of action codes
1 = New Admission
2 = Annual Reexamination
3 = Interim Reexamination
4 = Portability Move-in (VO only)
5 = Portability Move-out (VO only)
6 = End Participation
7 = Other Change of Unit
8 = FSS/WtW Addendum Only
9 = Annual Reexamination Search
10 = Issuance of Voucher (VO onl

eVMS User's Manual





Check HUD's website for the most recent version of the manual.

Importance of Accurate PIC Reporting

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Since disbursements of HAP will be dependent on PIC and/or HIP data, the timely and accurate submissions of 50058s have greater importance.

For SEMAP purposes, 50058s are due within 60 days of the effective date of the transmission. However, 50058s should be submitted on a regular basis and rejected submissions should be corrected quickly.

Incomplete PIC reporting could result in inaccurate disbursements of HAP and administrative fees.

PIC Reporting PHA Deadlines

Best Practices

Deadline*	PHA Best Practice
1st through 19th of the Month	PHAs complete 50058 submissions and submit to PIC and/or HIP
Weekly	PHA should review and verify the corrections no longer appear on the PIC Error Dashboard
15th of the Month	PHAs complete all 50058 submissions and corrections to PIC and/or HIP errors
18th of the Month	PHA's final check of the PIC Error Dashboard to ensure all corrections have been accepted
19th of the Month	PHA submits all 50058s to PIC and/or HIP

*If a date falls on a weekend or holiday, the action will take place on the following business day.

PIC Reporting HUD Deadlines

Deadline*	HUD Action
21st of the Month	eVMS locks as of 12 a.m. EST
21st of the Month	eVMS calculations completed

*If a date falls on a weekend or holiday, the action will take place on the following business day.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
PHA Deadlines HUD Deadlines					1 Begin 50058 submissions to PIC and/or HIP	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Complete 50058 submissions and corrections	16
17	18 Check dashboard to verify corrections	19 Complete all 50058 submissions	20 50058 data sent to eVMS at EOD	21 eVMS locked down; calculations completed	22	23
24	25	26	27	28	29	30

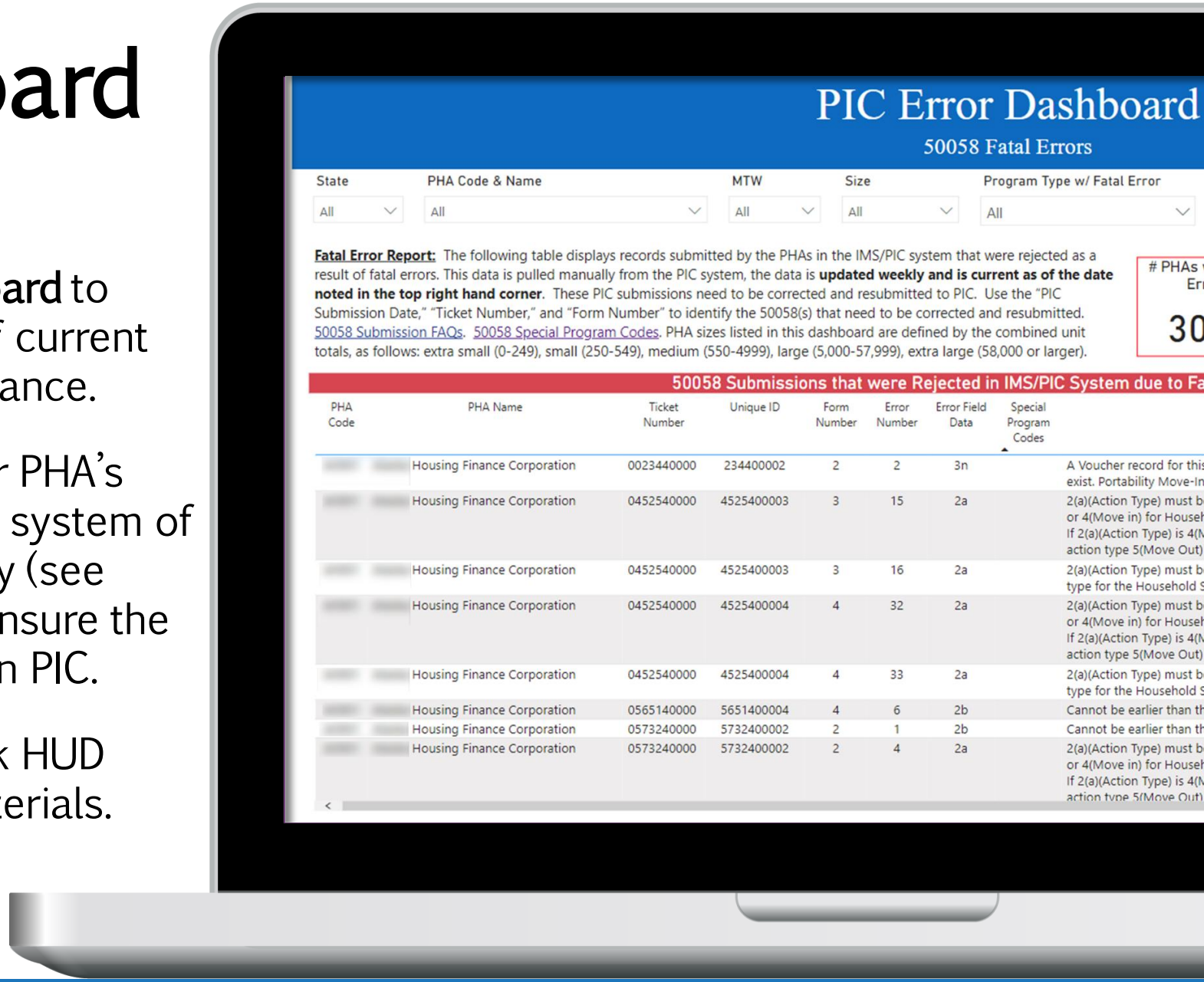
NOTE: Any updates to 50058s after the 19th will be updated in eVMS after the 21st.

PIC Error Dashboard

HUD developed the **PIC Error Dashboard** to provide PHAs with an updated view of current PIC errors and a snapshot of performance.

Use the dashboard to determine your PHA's current errors. Once corrected in the system of record, check the dashboard regularly (see updated date on the dashboard) to ensure the errors were corrected and accepted in PIC.

To access, visit HUD's website. Check HUD Exchange to view current training materials.



Additional Resources

Additional Resources

In addition to this webinar, the following resources will be available on HUD Exchange (www.hudexchange.info):

- **eVMS Guidebook** that provides step-by-step instructions for using eVMS (also provided with this webinar).
- **Introduction to the PIC Error Dashboard Webinar** and the **PIC Error Correction Guidebook**.
- **Videos and handouts** about correcting the most common PIC errors and correction walkthroughs.
- **eVMS webinars** reviewing the software in-depth as well as best practices for implementation (coming soon).

Access the PIC/IMS User Manuals to review comprehensive instruction on IMS/PIC sub-modules.

Additional Resources

- For 50058 PIC/HIP submission assistance, contact your local PIC Coach.
  - HUD is offering technical assistance (TA) for PHAs needing additional 50058 submission assistance. This can be set up through your local PIC Coach.
- eVMS calculation assistance can be provided by your FMC Financial Analyst.

Access the PIC/IMS User Manuals to review comprehensive instruction on IMS/PIC sub-modules.

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