

**Region X MF HUD
ACRONYMANIA**

HUD-FHA

Housing and Urban Development, Federal Housing Administration

New HUD Initiatives

PRA Demo Project Rental Assistance Demonstration

RAD Rental Assistance Demonstration

TAC Technical Assistance Collaborative

TRA Transformation of Rental Assistance

Related Organizations

CFO Chief Financial Officer

FHFA Federal Housing Finance Agency

FHLMC Freddie Mac Federal Home Loan Mortgage Corporation

FNMA Fannie Mae Federal National Mortgage Association

GAO Government Accountability Office

GNMA Ginnie Mae Government National Mortgage Association

GSE government-sponsored enterprise

HFA Housing Finance Agency

OMB Office of Management and Budget

PBCA Performance Based Contract Administrator

PHA Public Housing Authority

TCA Traditional Contract Administrator

RD, USDA, FmHA, RECD, RHS

*Rural Development, United States Department of Agriculture, Farm Home
Administration, Rural Economic and Community Development*

All the same organization- current title is Rural Housing Service

Related HUD Program Offices

AM Asset Management

CPD Community Planning and Development

DEC Departmental Enforcement Center (may also show as “EC” in some references)

EMAS Economic and Marketing Analysis Section

FHEO Fair Housing and Equal Opportunity <http://www.hud.gov/progdesc/fheoindx.cfm>

FPM Field Policy and Management

FWAC Fort Worth Accounting Center

HQ Headquarters- could refer to any number of different HQ office in D.C.

*HACAO Housing Assistance Contract Administration Oversight (HQ Office overseeing
the PBCAs; interfaces with other HQ offices for the PBCAs)*

<http://www.hud.gov/offices/hsg/mfh/rfp/sec8rfp.cfm>

HAGA Office of Housing Assistance and Grants Administration

MFH Multifamily Housing <http://www.hud.gov/offices/hsg/mfh/hsgmfbus.cfm>

*OAHP/(formerly known as OMHAR) Office of Affordable Housing Preservation (used to
be called OMHAR-Office of Multifamily Housing Assistance Restructuring still called
that in the Section 8 Renewal Guide) <http://www.hud.gov/offices/hsg/omhar/index.cfm>*

OCHCO *Office of the Chief Human Capital Officer*
OGC *Office of General Counsel*
OHHLHC *Office of Healthy Homes and Lead Hazard Control*
<http://www.hud.gov/offices/lead/>
OIG *Office of Inspector General (aka the 'IG')*
OHP *Office of Healthcare Programs*
OIHCF *Office of Insured Health Care Facilities*
ORCF *Office of Residential Care Facilities*
OSEP *Office of Security and Emergency Planning*
PIH *Public and Indian Housing*
Region X *aka Northwest/Alaska Hub- Covers Alaska, Oregon, Idaho and Washington*
PPSD *Policy, Participation and Standards Division*
RD *Regional Director's Office*
RCD *Response Coordination Desk*
REAC *Real Estate Assessment Center* <http://www.hud.gov/reac>

HUD Contacts

AAO *Administrative Appeals Officer*
ADAS *Associate Deputy Assistant Secretary*
AM *Asset Manager (aka PM Project Manager)*
CAOM *Contract Administrator Oversight Monitor (Laura Cole for Region X)*
DAS *Deputy Assistant Secretary*
Financial Analyst *Mark Rennord, Funding Officer, processes funding actions on contracts; Kristine Martin backup and main contact for Portland contracts*
PM *Project Manager (aka AM Asset Manager)*
Program Center Director *Tim Sovold for Seattle, Patrick Shea for Portland*
Operations Officer *Philip Head*
Region X MF Hub Director *Reneé Greenman (oversees the Portland and Seattle Programs Centers and the Hub Operations Team)*
SME *Subject Matter Expert*
SPM *Supervisory Project Manager*

PBCA Terms

(see ACC for more detail)
ACC *Annual Contributions Contract*
ACR *Annual Compliance Review*
AQL *Acceptable Quality Level*
Basic Fee *paid monthly with the exception of the annual holdback*
IBPS *Incentive Based Performance Standard*
Incentive Fee *paid quarterly*
PBT *Performance Based Task (this term will replace IBPS)*

Section 8 Contract Terms

<http://www.hud.gov/offices/hsg/mfh/mfhsec8.cfm>
Section 8 *Housing Assistance Payment Program (Housing and Community Development Act of 1974)*
AAF *Annual Adjustment Factor*
ACC *Annual Contributions Contract*

AHAP Agreement to Enter into a HAP Contract

Budget-Based Rent Increase

BA Budget Authority see Mark Rennord; actual dollars

CA Contract Authority see Mark Rennord estimate of need

Enhanced Vouchers, Sticky Vouchers vouchers that can go above PIH payment standard for preservation eligible properties

FAF Financial Adjustment Factor

FMR Fair Market Rents or Federal Fair Market Rents

GRP Gross Rent Potential

HAP Housing Assistance Payment(s)

HFDA Housing Finance Development Agency

KDHAP Katrina Disaster Housing Assistance Program

LMSA Loan Management Set-Aside

MFI Median Family Income

Mod Rehab Moderate Rehabilitation

NC/SR New Construction/Substantial Rehabilitation

OCAF Operating Cost Adjustment Factor

PMSA Primary Metropolitan Statistical Area

Project-Based Section 8 typically refers to Section 8 handled by HUD Office of Multifamily Housing i.e. private ownership with HUD contract for Section 8; however, PIHs are also now using term for project-basing vouchers at certain projects.

RCS or Comp Study Rent Comparability Study

RRH Rural Rental Housing Section 515 Program (through RHS)

SRO Single Room Occupancy

Tandem Projects Projects with RHS loan and HUD Section 8

Tenant-Based Section 8 Section 8 vouchers issued and managed by local HA

Preservation Terms

241f Equity or purchase takeout loan approved in the plan of action

4350.6 see HUD Handbooks

ELIHPA Emergency Low Income Housing Preservation Act of 1987 aka Title II

Title II of the Housing and Community Development Act of 1987 same as ELIHPA

Flat Rents rents applicable to non-section 8 tenants on some preservation properties

Factored Rents rents applicable to non-section 8 tenants on some preservation properties

Floor Rents rents applicable to non-section 8 tenants on some preservation properties

LIHPRHA Low Income Housing Preservation and Resident Homeownership Act of 1990

Title VI of the National Affordable Housing Act; Same as LIHPRHA

POA or Plan of Action owners plan recorded in the Use Agreement

Preservation Eligible 221d3 or 236 project with no prepayment restrictions after year 20

Preservation When capitalized, usually refers to Title II or Title VI properties

Use Agreement all Preservation projects will have a Use Agreement

PSR Project Specific Rents; rents applicable to non-section 8 tenants on some preservation properties

Post FY 1998 HAP Renewal Terms

99-36 HUD MAHRA guidance pre-dating the current renewal guide

ARAMS See computer systems

EPLS Excluded Parties List System

Comp Rents *Comparable Market Rents*

LOCCS *See computer systems*

MAHRA *Multifamily Assisted Housing Reform and Affordability Act of 1997*

MU2B *Mark up to Budget*

MU2M *Mark up to Market*

PAS *See computer systems*

Post-MAHRA *renewals subject to MAHRA legislation*

OAHP/OMHAR Specific Terms

AFT *Additional Funds Transfer*

ANOI *Adjusted Net Operating Income*

AOTC *Action Other Than Closing*

CRN *Contingent Repayment Note*

CRP *Capital Recovery Payment*

DRS *Debt Restructuring Specialist*

DSCR *Debt Service Coverage Ratio*

IDRR *Initial Deposits to Reserves for Replacement*

IPF *Incentive Performance Fee*

M2M *Mark to Market*

MRN *Mortgage Restructuring Note*

OAHP *Sunset 9/30/06 deadline to have a binding commitment to be eligible for M2M*

ODE *Operating Deficit Escrow*

OTAG *Outreach and Training Grants*

PAE *Participating Administrative Entity; Organization eligible to implement restructuring plans*

PCA *Physical Condition Assessment*

PCPM *Post Closing Portfolio Manager (RER Solutions Inc. currently, reviews AFS)*

PD *Property Disposition*

PO *Production Office*

PRA *Portfolio Restructuring Agreement*

PRE/DEMO *Portfolio Reengineering, Demonstration Project preceding OMHAR for debt restructures following MAHRA*

QNP *Qualified Non-Profit*

RA *Risk Assessment*

RAAP *Rental Assistance Assessment Plan*

RC *Restructuring Commitment*

REA *Rehabilitation Escrow Administration*

REDA *Rehabilitation Escrow Deposit Agreement*

SCA *Surplus Cash Analysis*

TRIO *Tenant Resource Information Outreach*

3 outcomes:

Debt or “Full” Restructure

“Lite” Contract

“Watchlist” Contract

Recovery Act Terms

ARRA *American Recovery and Reinvestment Act of 2009*
FFATA *Federal Funding Accountability and Transparency Act* (“Transparency Act”)
HERA *Housing and Economic Recovery Act of 2008*
GRP *Green Retrofit Program*
GRPCA *Green Retrofit Physical Condition Assessment*

Miscellaneous Contracting and Grants Administration Terms

A 76- *From the OMB Circular number with policies and procedures to determine if work should be contracted or performed in house*
CGO *Continuing Governmental Organization*
MEO *Most Efficient Organization*
PWS *Performance Work Statement*
CCR *Central Contractor Registration (replaced by SAM)*
DPA *Delegated Processing Agency*
DUNS *Data Universal Numbering System*
NOFA *Notice of Funding Availability (see also SuperNOFA)*
RFP *Request for Proposal-Used to solicit price quotes under the simplified acquisition procurement method (The PBCA contracts were let out on the basis of winning an RFP through competitive bidding; refers to the bid specs or package presented.)*
SAM *System for Award Management*
SuperNOFA *consolidated Notice of Funding Availability containing funding notices and general terms and application conditions for multiple grant opportunities in one notice*

HUD Computer Systems/REAC Terms

APPS *Active Partners Performance System*
ARAMS *Automatic Renewal and Amendment Management Subsystem*
DAP *Development Application Processing*
FASS *Financial Assessment Subsystem*
iMAX *Integrated Multifamily Access Exchange*
iREMS *Integrated Real Estate Management System*
LOCCS *Line of Credit Control System*
Multifamily On-line Systems <http://www.hud.gov/offices/hsg/mfh/fhaosmf.cfm>
MROC *Multifamily Risk of Claim*
PAS *Program Accounting System*
PASS *Physical Inspection Assessment Subsystem*
SAGIS *Subsidy and Grants Information System*
Secure Systems *platform for HUD PIH and MFH web-based systems*
TRACS *Security Awareness Training (SATQ)*
TAC *Technical Assistance Center (REAC Helpdesk)*
TRACS *Tenant Rental Assistance Certification System*
<http://www.hud.gov/offices/hsg/mfh/trx/trxsum.cfm>
TASS *Tenant Assessment Subsystem*
WASS *Web Access Secure System*

Physical Inspection Terms

9834 HUD's MOR form

ANSI *American National Standards Institute*
ASTM *ASTM International, formerly known as the American Society for Testing and Materials*
BOCA *Code Building Officials and Code Administrators*
CDE *Compliance, Disposition and Enforcement Plan*
CNA *Comprehensive Needs Assessment*
CQA *Collaborative Quality Assurance Review*
CRHA *Code Requirements for Housing Accessibility*
DSS *Decent, Safe and Sanitary*
EHS *Exigent Health and Safety*
HQS *Housing Quality Standards*
HSDB *Health and Safety Deficiencies Building*
HSDS *Health and Safety Deficiencies Site*
HSDU *Health and Safety Deficiencies Unit*
IBC *International Building Code*
ICC *International Code Council*
LQA *Limited Quality Assurance Inspection*
LTH&S *life threatening health and safety*
MOR *Management and Occupancy Review*
NLTH&S *non life threatening health and safety*
PASS (see computer systems)
PCNA *Project Capital Needs Assessment*
PI *Physical Inspection*
PIB *Percentage Inspected Building*
PIR *Property Inspection Report*
PIS *Percentage Inspected Site*
PIU *Percentage Inspected Unit*
REAC (see HUD offices)
RUL *Remaining Useful Life*
SD *Smoke Detectors*
UFAS *Uniform Federal Accessibility Standard*
Under 60 *Unacceptable PI score - referral for HUB enforcement*
Under 30 *Unacceptable PI score - automatic referral to DEC*
UPCS *Uniform Physical Condition Standards (inspection protocol)*

Ownership Types

GP *General Partner(ship)*
LD *limited dividend; entity may be for profit, but Reg. Agr. Limits return.*
LLC *Limited Liability Corporation*
Sole proprietor *(not allowed on HUD insured properties)*
LLCI *Limited Liability Corporate Investors (see the Preservation Approval Process Improvement act of 2007 for more details.)*
LP *Limited Partner(ship)*
NP *non-profit; usually a corporation*
PM *profit motivated (no limitation of distributions in the HUD Regulatory Agreement)*

TPA Terms

2530 form HUD 2530, *previous participation clearance, now automated in APPS*

APPS *see computer systems* <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>

Assignment or Assumption of HAP sale or TPA involving no HUD insurance, only HAP contract; requires HUD approval of the assignment or assumption of the HAP contract

Full TPA Usually a sale of a property with HUD insured loan remaining in place; See HUD Handbook 4350.1 for full definition Regulatory Agreement recorded document on HUD insured properties

LDP Limited Denial of Participation

Modified TPA More minor ownership change (e.g. replacement of GP) *see* HB

TPA Transfer of Physical Assets; sale of a HUD property

Use Agreement recorded document on some HUD properties; varies by type

HUD Most Common Insurance Terms

MAP Multifamily Accelerated Processing

MIO Management Improvement and Operating Plan

MIP Mortgage Insurance Premium

MIP Mortgagee in Possession

Section of the Act Part of the National Housing Act that authorizes the particular insurance program

Section 221d3 Market mortgage insurance program for low/moderate income families

Section 221d3 BMIR Below Market Interest Rate; mortgage insurance program for low/moderate income families; note rate paid down up front with the savings passed on to the tenants via budget-based rents; may be combined with an LMSA HAP, which may have a different rent calculation method if post-MAHRA

Section 221d4 may be combined with NC/SR Section 8, typically originally AAF; usually PM owner

Section 202 insurance program for non-profit owners, elderly or sometimes disabled housing- multiple kinds based on year “EH or SH”

Section 223f mortgage insurance program to refinance existing MF housing

Section 241f Equity Take-out or purchase loan associated with Preservation

Section 231 mortgage insurance for housing constructed or rehabbed primarily for elderly persons.

TAP Traditional Application Processing

Other Subsidies

APRAC Agreement to Enter into a PRAC

CDBG Community Development Block Grant

Flex Flexible Subsidy Loans

HOME Home Investment Partnerships

HOPWA Housing Opportunities for Persons with Aids

LIHTC Low Income Housing Tax Credits; Housing program not controlled by HUD, but under IRS ruling, managed by HFAs

MTSP Multifamily Tax Subsidy Projects

NSP Neighborhood Stabilization Program

PBRA Project Based Rental Assistance

PAC Project Assistance Payment

PRAC Project Rental Assistance Contract; not eligible for PBCA; “new” kind of 202-202/811 with Capital Grant

RAP Rental Assistance Payment

Sup or Rent Sup Rental Supplement Program
PBRA Project-Based Rental Assistance
PRA Project Rental Assistance
TCAP Tax Credit Assistance Program

Section 236 Terms

236 FHA MF mortgage insurance program with subsidies on interest for low/moderate income families; Regulatory Agreement stipulates budget-based rents; may be combined with LMSA HAP, which may have a different rent calculation method if post-MAHRA; NP or LD owner

Basic Rent HUD approved budget-based rent using 1% interest rate

Excess Income Funds remitted to HUD (or kept for project uses, if retainage approved by HUD) resulting from market renters

IRP Interest Reduction Payment; monthly payments by HUD to reduce the note rate to 1%

IRP Decoupling HUD approval via Use Agreement to use the IRP on new debt

Market Rent What the HUD approved rent charged to over income tenants is; adding back in the full note rate to the budget-based rent

Important HUD MF Handbooks

Please note: This list is not comprehensive

See HUDClips <http://www.hud.gov/offices/adm/hudclips/> for all Housing Notices, guidebooks, forms and other Handbooks

4350.1 HUD's Asset Management Handbook

4350.3 The Occupancy Handbook

4381.5 Management Agent Handbook

4370.2 Financial Operations and Accounting Procedure Handbook

4370.1 Reviewing Annual and Monthly Financial Reports

4370.4 Basic Accounting Desk Reference for HUD Loan Servicers

4350.6 Preservation Handbook

IG Handbook 2000.4 Consolidated Audit Guide for Audits of HUD Programs

4350.5 Subsidy Contract Administration and Field Monitoring Handbook (TCAs)

PBCA Guidebooks- see http://www.hud.gov/offices/hsg/mfh/rfp/ca_docs.cfm

Rent and Income Determination Quality Control Monitoring Guide

RHIIP Guide Rent and Income Determination Quality Control Monitoring Guide

Section 8 Renewal Guide

Special Claims Processing Guide HSG-06-01

FHEO Terms

ADA Americans with Disabilities Act

Addendum B the FHEO review portion of the form HUD 9834; Parts A-D

AFHMP Affirmative Fair Housing Marketing Plan

Civil Rights Act

EEO Equal Employment Opportunity

Elderly Usually 62 and older, unless HUD grants a waiver; can mean elderly and disabled for some projects; does not necessarily limit children as dependents

Fair Housing Act

LAP Language Access Plan

LEP *Limited English Proficiency* <http://www.hud.gov/offices/fheo/promotingfh/lep.cfm>

LEPI *Limited English Proficiency Initiative Program*

LGBT *Lesbian, Gay, Bi-Sexual, Transgender*

Section 504

Section 3 *Obligates PHAS to afford resident access to jobs and contracting opportunities created by Federal funding*

Service Animal

General Asset Management Terms

9834 *Management Cert form for HUD approval of Management Certifications.*

ADR *Alternative Dispute Resolution*

AFS *Annual Financial Statement or Audited Financial Statement*

BSPRA *Builder/Sponsor Profit and Risk Allowance*

CFRS *Code of Federal Regulations- “regulatory requirements” may possibly be waived, but only by HUD HQ, unless delegated to the field HUD office*

CHSP *Congregate Housing Service Provider*

CMI *Chronically Mentally Ill*

CMP *Civil Money Penalties*

COOP *Continuity of Operations Plan*

CP *Capital Plan*

CPA *Certified Public Accountant*

DD *Developmentally Disabled*

ECRP *Emergency Capital Repair Program*

EIN *Employer’s Identification Number*

EMPIP *Expense Management and Process Improvement Plan*

FAQs *Frequently Asked Questions; when posted on the HQ HUD website, these may be quoted as references before the Handbook or Notice changes come out, as they have gone through OGC clearance. For RHIIP FAQs:*

<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>

For Renewal Guide FAQs: <http://www.hud.gov/offices/hsg/mfh/mfhsec8.cfm>

For criminal screening FAQs:

<http://www.hud.gov/offices/hsg/mfh/gendocs/evictionfaqs.pdf>

FORQ *Field Office Initiated Accounting Adjustment*

FPIP *Financial Performance Improvement Plan*

FY or FYE *Fiscal Year, Fiscal Year End*

GSE *Government Sponsored Enterprise*

IPA *Independent Public Accountant*

IOI *Identity of Interest*

IPM *Integrated Pest Management*

ITIN *Individual Taxpayer Identification Number (A tax processing number only available for certain nonresident and resident aliens, their spouses and dependents who cannot get a Social Security Number.)*

LBP *Lead Based Paint*

LHCP *Lead Hazard Control Plan*

LURA *Land Use Restriction Agreement*

MOU *Memorandum of Understanding*

MPIP *Marketing and Property Improvement Plan*

MTSP *Multifamily Tax Subsidy Project*

NFR *Notice of Finding and Recommendation*
NN *Neighborhood Networks* www.neighborhoodnetworks.org
OARQ *Owner/Agent Initiated Accounting Adjustment*
O&M *Operations & Maintenance [Plan]*
OPIP *Overall Property Improvement Plan*
PPC *Partial Payment of Claim*
PUPA *Per Unit Per Annum*
PUPM *Per Unit Per Month*
QAS *Qualitative Assessment Scoreboard*
QHWRA *Quality Housing and Work Responsibility Act of 1998 for Multifamily Housing Programs*
Residual Receipts Account
RFR *Reserve for Replacement Account*
RR *Reserve for Replacement Account*
RRP *Renovation Repair and Painting Rule*
SAUA *Stand Alone Use Agreement*
SC *Service Coordinator*
SNDA *Subordination, Non-Disturbance and Attornment Agreement*
SSN *Social Security Number- can also be a TIN*
START *Strategic Tracking and Reporting Tool*
TIN *Tax Identification Number*
UCC *Uniform Commercial Code*
UII *Unique IPA Identifier*
UPB *Unpaid Principal Balance*
URA *Uniform Relocation Act*
U.S.C. *United States Code; laws, “statutory requirements” may not be waived “shall” or “must” in Handbooks*
VAWA *Violence Against Women Act (formally, the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, Public Law 109-162)*

Occupancy Terms

AMI *Area Median Income*
AR *annual recertification*
AP *Assistance Payment*
CC *combined contract*
Cert or Certifications *owner and tenant certification of HAP owed, form 50059*
CMS *Centers for Medicare and Medicaid Services*
CT *correction*
EIV *Enterprise Income Verification:*
<http://www.hud.gov/offices/hsg/mfh/rhiip/eiv/eivhome.cfm>
ETL *Error Tracking Log*
FACT *Act Fair and Accurate Credit Transactions Act of 2003*
GR *gross rent*
HHS *Health and Human Services*
ICF/MR *Intermediate Care Facility/Mentally Retarded*
ICF/DD *Intermediate Care Facility/Developmentally Disabled*
IR *interim recertification*
MAT *Guide Monthly Activity Transmission (TRACS guide which gives error codes)*

MI *move-in certification*

MO *move-out certification*

Office Automation Rule 24 CFR Part 208 *Electronic Transmission of Required Data for Certification and Recertification and Subsidy Billing Procedures for Multifamily Subsidized Projects (Regulation requiring owners and PBCAs to use TRACS)*

OARQ (*Owner/Agent Request*) *Owner/Agent-initiated Repayment Agreement*

Pet Policy *Owner policy on pets in elderly units, governed by 24 CFR Section 243*

RHIIP *Rental Housing Integrity Improvement Project*

<http://www.hud.gov/offices/hsg/mfh/rhiip/mfhrhiip.cfm>

SAVE *Systematic Alien Verification for Entitlements*

Special Claims *HAP payments for vacancy or damage loss*

50059 *HUD form 50059; tenant certification*

SS *Social Security (Income)*

SSI *Supplemental Security Income*

SSDI *Social Security Disability Insurance*

TASS *see computer systems*

TM *termination*

TTP *Total Tenant Payment*

UIV *Upfront Income Verification*

UT *unit transfer*

Voucher form HUD-52670-A, Part I, *Schedule of Tenant Assistance Payments Due (Owner submission for payment)*

UA *Utility Allowance*

Additional EIV Terms

CAAF *Coordinator Access Authorization Form*

HFC *Housing Field Office Coordinator*

HOH *Head of Household*

HSC *Housing Coordinator*

HSU *Housing User*

NDNH *National Directory of New Hires*

PI *Period of Income*

POI *Period of Income*

SWA *State Workforce Agency*

SWICA *State Wage Information Collection Agencies*

UAAF *User Access Authorization Form*

Statistical & Census Terms

ACS *American Community Survey (from the Census Bureau – www.census.gov)*

CBSA *Core-Based Statistical Area*

HMFA *HUD Metropolitan Fair Market Rent [FMR] Area*

MFI *Median Family Income*

Disaster Terms

FEMA *Federal Emergency Management Administration*

DVP *Disaster Voucher Program; replaces KDHAP see PIH Notice 2006-12*

Last Revised 01/02/2013

PDA Preliminary *Disaster Assessment*
DRP *Disaster Response Plan*
ERT *Emergency Response Team*
APL *Affected Portfolio List*
TR *Tracking Report*
NOC *National Operations Center*
NRCC *National Response Coordination Center*
JFO *Joint Field Office*
RRCC *Regional Response Coordination Center*
NRF *National Response Framework*
FRC *Federal Resource Coordinator*