

**Performance Based Contract Administration
Relationship of Core Tasks and Incentive Based Performance Standards**

ACC Core Tasks	Incentive Based Performance Standards (IBPS)	Required System Input
1. Management and Occupancy Reviews	1. Management Reviews submitted within 30 calendar days of completion 2. Documenting Owner Civil Rights Compliance (FHCO)	REMS – Property Management Screen REMS – Project Management Screen, Project Action Screen
2. Rental Adjustments	3. Processing Rental Adjustments within 30 calendar days of receipt from the owner or on the anniversary date of the HAP for AAF	REMS – Project Action Screen
3. Opt-Out and Contract Termination	4. Process owner opt-out and contract terminations and advise HUD within one day of receipt of notification 5. Provide resident data to HUD 90 days prior to contract expiration	REMS – Renewal Sub System Screen, Project Action Screen REMS – Project Action Screen
4. Monthly Vouchers	6. Review, verify and authorize month Section 8 vouchers so that the owner is sent the HAP payment no earlier than the first calendar day of the month and no later than the first business day of the month 7. Provide notification to HUD of any corrective actions within 10 calendar days and resolve overpayment issues within 30 calendar days 8. Monitor and report on owner follow-up efforts on discrepancies identified as a result of tenant income matching	TRACS No entry required at this time. No entry required at this time
5. Health and Safety Issues and Community/Resident Concerns	9. Respond, document and notify owner of life-threatening health and safety issues within one hour of receipt of complaint or inquiry or before close of business day whichever is sooner 10. Respond, document and notify owner of non-life threatening health and safety issues within two business days and follow up every two weeks until final resolution	REMS – Project Action Screen REMS – Project Action Screen
6. Section 8 Budgets, Requisitions, Revisions and Year-End Statements	11. Process all budgets and requisitions for HAP contracts and submit to HUD ninety calendar days prior to CA’s fiscal year end. 12. Submit all year-end statements within 45 calendar days after the end of the CA fiscal year	LOCCS None required at this time
7. CA Audit	13. Submit an annual audit to HUD within nine months after CA fiscal year end	None required at this time
8. Renewal of Expiring Section 8 HAP Contracts	14. Submit contract renewals to HUD sixty calendar days prior to contract expiration	REMS - Renewal SubSystem Screen, Project Action Screen
9. Reporting Requirements	15. Submit required monthly, quarterly and annual reports	None required at this time
10. Physical Inspections	16. CA notifies owners within thirty days after receipt of inspection results from HUD and provides follow up reports to HUD by the tenth business day of every month until final resolution	REMS – Physical Condition Screen