



Massachusetts Housing Finance Agency
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Section 8 Repayment Agreement Processing Plan

MassHousing is publishing this plan to aid in Section 8 Repayment Agreement processing, and to streamline implementation and repayment of funds to HUD. This is strictly voluntary. Contact MassHousing's Subsidy Analyst with any questions.

This plan is intended to assist owner and managing agents with developing a Repayment Agreement. The terms of the Repayment Agreement should be decided at least one-month in advance of corrected certification and voucher submission. Please do not voucher for a Repayment Agreement until all parties agree to the terms of the Repayment Agreement.

At the time an Owner/Agent (O/A) confirms an income discrepancy (household owes money to HUD), and has verified the amount owed, O/A staff should inform the assigned MassHousing Subsidy Analyst. O/A staff will submit the itemized breakdown (see Exhibit A) of each certification and MassHousing will confirm if records match. See footnote for additional options.

MassHousing will generate a list of certifications for the unit and duration of income discrepancy, and the payment amount for each certification. This itemization will confirm if MassHousing's records agree with site records and the Repayment Agreement/reversal amount will be completed without problem. If records fail to match, O/A staff will work with MassHousing's Subsidy Analyst to reconcile certification records. All certification corrections and voucher reversals should be submitted for processing in the same month.

In the case that agreement on certifications cannot be reached, Jean-Claude Dantus will mediate resolution of the disagreement.

Repayment Agreement payments should be submitted monthly upon receipt by the property.

MassHousing requests the fully executed Repayment Agreement be submitted at the time of vouchering for the corrections and offset.

Attachments:

Exhibit A: Sample spreadsheet for calculating discrepancy.

Footnote: Exhibit A will calculate the reversal. Owner/Agent staff will input each monthly payment which will match site software generated records.