

**Consolidated  
Annual Contributions Contract**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing

Rental Certificate and Rental Voucher Programs

Section 8

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**HUD NOTICE TO HOUSING AGENCY AMENDING  
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

Housing Agency: \_\_\_\_\_  
(Type or print name of housing agency.)

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibits of the Consolidated Annual Contributions Contract are hereby revised to add a new funding increment as provided in the attached revised funding exhibits A and B. (This notice adds one or more funding increments listed on the attached funding exhibits.)

Revised funding exhibits A and B are attached to this HUD notice. These revised funding exhibits replace and revise the prior funding exhibits.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibits constitute an amendment to the Consolidated Annual Contributions Contract.

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**United States of America** Secretary of Housing and Urban Development  
Signature of Authorized Representative

Date signed:

X

\_\_\_\_\_  
Name & Official Title:

\_\_\_\_\_

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# Consolidated Annual Contributions Contract

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

## Rental Certificate and Rental Voucher Programs

## Section 8

Table of Sections	page		page
1. Definitions .....	1	11. Use of Program Receipts .....	2
2. Funding for HA Certificate or Voucher Program .....	1	12. Administrative Fee Reserve .....	3
3. Term .....	2	13. Depository .....	3
4. HUD Payments for Program .....	2	14. Program Records .....	3
5. Maximum Payments for Program .....	2	15. Default by HA .....	3
6. Reduction of Amount Payable by HUD .....	2	16. Fidelity Bond Coverage .....	3
7. ACC Reserve Account .....	2	17. Exclusion from Program .....	3
8. Separate ACC for Funding Increment .....	2	18. Exclusion of Third Party Rights .....	4
9. Budget and Requisition for Payment .....	2	19. Consolidated ACC .....	4
10. HUD Requirements .....	2		

### 1. Definitions

**ACC** Annual contributions contract.

**ACC Reserve Account** An account established by HUD for a program from amounts by which the maximum payment to the HA under the consolidated ACC (during a HA fiscal year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

**Annual Contributions Contract** The contract for each funding increment. HUD's commitment to make payments for each funding increment ("project") listed in the funding exhibit constitutes a separate ACC.

**Budget Authority** The maximum amount of funds available for payment to the HA over the term of a funding increment. Budget authority is authorized and appropriated by the Congress.

**Consolidated Annual Contributions Contract** (consolidated ACC) This consolidated contract for the HA certificate program and voucher program. HUD's commitment to make payments for each funding increment in a program constitutes a separate ACC. However, commitments for all the funding increments are listed in this consolidated ACC.

**Contract Authority** The maximum annual payment by HUD to the HA for a funding increment. The amount of contract authority for each funding increment in a program is listed in the funding exhibit for the program.

**Fiscal Year** The HA fiscal year. The funding exhibit states the last month and day of the HA fiscal year.

**Funding Exhibit** An exhibit to the consolidated ACC. The funding exhibit states the amount and term of funding for a program. There are separate funding exhibits for the HA certificate program and voucher program.

**Funding Exhibit A** The funding exhibit for the HA certificate program.

**Funding Exhibit B** The funding exhibit for the HA voucher program.

**Funding Increment** (also called a "Project"). Each commitment of budget authority by HUD to the HA for a program under the consolidated ACC. The funding increments for the program are listed on the program funding exhibit.

**HA** Housing agency.

**Housing Agency (HA)** The agency that has entered this consolidated ACC with HUD.

**HUD** U.S. Department of Housing and Urban Development.

**Program** The HA certificate program or voucher program.

**Program Expenditures** Amounts which may be charged against program receipts in accordance with the consolidated ACC and HUD requirements.

**Program Receipts** Amounts paid by HUD to the HA for a program, and any other amounts received by the HA in connection with the program.

**Project** A funding increment for the program.

### 2. Funding for HA Certificate or Voucher Program

- a. The funding increments in the HA certificate program or voucher program are listed in the funding exhibit for the program.
- b. The amount of contract and budget authority for each funding increment in a program is stated in the program funding exhibit.
- c. By giving written notice to the HA, HUD may revise the funding exhibit for a program:
  - (1) To add a funding increment, or
  - (2) To remove a funding increment for which the ACC term has expired.
- d. The HUD notice must include a revised funding exhibit, specifying the term, contract authority and budget authority for each funding increment under the consolidated ACC. The HUD notice of a revised funding exhibit for a program constitutes an amendment of the consolidated ACC.

### 3. Term

- a. The funding exhibit states the first date and last date of the ACC term for each funding increment.
- b. If the first or last date of the ACC term for a funding increment is not entered before the consolidated ACC is signed by the HA, HUD may enter the date subsequently, by giving written notice to the HA.

### 4. HUD Payments for Program

- a. HUD will make payments to the HA for a program in accordance with HUD regulations and requirements.
- b. For each HA fiscal year, HUD will pay the HA the amount approved by HUD to cover:
  - (1) Housing assistance payments by the HA for a program.
  - (2) HA fees for administration of the program.
- c. The amount of the HUD payment may be reduced, as determined by HUD, by the amount of program receipts (such as interest income) other than the HUD payment.

### 5. Maximum Payments for Program

- a. **Annual Limit** Except for payments from the consolidated ACC reserve account, the HUD annual payments for a program during a fiscal year must not be more than the sum of the contract authority amounts for the funding increments in the program.
- b. **Limit on Payments for Funding Increment** The total amount of payments for any funding increment over the increment term must not exceed budget authority for the funding increment.

### 6. Reduction of Amount Payable by HUD

- a. If HUD determines that the HA has failed to comply with any obligations under the consolidated ACC, HUD may reduce to an amount determined by HUD:
  - (1) The amount of the HUD payment for any funding increment.
  - (2) The contract authority or budget authority for any funding increment.
- b. HUD must give the HA written notice of the reduction.
- c. The HUD notice must include a revised funding exhibit specifying the term, contract authority, and budget authority for each funding increment under the consolidated ACC. The HUD notice of revisions to the funding exhibit for a program constitutes an amendment of the consolidated ACC.

### 7. ACC Reserve Account

An ACC reserve account may be established and maintained by HUD. The amount in the account is determined by HUD. The ACC reserve account may be used by HUD to pay any portion of the program payment approved by HUD for a fiscal year.

### 8. Separate ACC for Funding Increment

HUD's commitment to make payments for each funding increment ("project") listed in the funding exhibit constitutes a separate ACC.

### 9. Budget and Requisition for Payment

- a. Each fiscal year, the HA must submit to HUD an estimate of the HUD payments for the program. The estimate and supporting data must be submitted at such time and in such form as HUD may require, and are subject to HUD approval and revision.
- b. The HA must requisition periodic payments on account of each annual HUD payment. Each requisition must be in the form prescribed by HUD. Each requisition must include certification that:
  - (1) Housing assistance payments have been made in accordance with contracts in the form prescribed by HUD and in accordance with HUD requirements; and
  - (2) Units have been inspected by the HA in accordance with HUD requirements.
- c. If HUD determines that payments by HUD to the HA for a fiscal year exceed the amount of the annual payment approved by HUD for the fiscal year, the excess must be applied as determined by HUD. Such applications determined by HUD may include, but are not limited to, application of the excess payment against the amount of the annual payment for a subsequent fiscal year. The HA must take any actions required by HUD respecting the excess payment, and must, upon demand by HUD, promptly remit the excess payment to HUD.

### 10. HUD Requirements

- a. The HA must comply, and must require owners to comply, with the requirements of the U.S. Housing Act of 1937 and all HUD regulations and other requirements, including any amendments or changes in the law or HUD requirements.
- b. The HA must comply with its HUD-approved administrative plan, and HUD-approved program funding applications.
- c. The HA must use the program forms required by HUD.
- d. The HA must proceed expeditiously with the programs under this consolidated ACC.

### 11. Use of Program Receipts

- a. The HA must use program receipts to provide decent, safe, and sanitary housing for eligible families in compliance with the U.S. Housing Act of 1937 and all HUD requirements. Program receipts may only be used to pay program expenditures.
- b. The HA must not make any program expenditures, except in accordance with the HUD-approved budget estimate and supporting data for a program.
- c. Interest on the investment of program receipts constitutes program receipts.
- d. If required by HUD, program receipts in excess of current needs must be promptly remitted to HUD or must be invested in accordance with HUD requirements.

## 12. Administrative Fee Reserve

- a. The HA must maintain an administrative fee reserve for a program. The HA must credit to the administrative fee reserve the total of:
  - (1) The amount by which program administrative fees paid by HUD for a fiscal year exceed HA administrative expenses for the fiscal year, plus
  - (2) Interest earned on the administrative fee reserve.
- b. The HA must use funds in the administrative fee reserve to pay administrative expenses in excess of program receipts. If any funds remain in the administrative fee reserve, the HA may use the administrative reserve funds for other housing purposes if permitted by State and local law.
- c. If the HA is not adequately administering any Section 8 program in accordance with HUD requirements, HUD may:
  - (1) Direct the HA to use the funds to improve administration of the Section 8 program or for reimbursement of ineligible expenses.
  - (2) Prohibit HA use of administrative fee reserve funds.

## 13. Depositary

- a. Unless otherwise required or permitted by HUD, all program receipts must be promptly deposited with a financial institution selected as depositary by the HA in accordance with HUD requirements.
- b. The HA must enter an agreement with the depositary institution in the form required by HUD.
- c. The HA may only withdraw deposited program receipts for use in connection with the program in accordance with HUD requirements.
- d. The agreement with the depositary institution must provide that if required under a written notice from HUD to the depositary:
  - (1) The depositary must not permit any withdrawal of deposited funds by the HA unless withdrawals by the HA are expressly authorized by written notice from HUD to the depositary.
  - (2) The depositary must permit withdrawals of deposited funds by HUD.
- e. If approved by HUD, the HA may deposit under the depositary agreement monies received or held by the HA in connection with any contract between the HA and HUD.

## 14. Program Records

- a. The HA must maintain complete and accurate books of account and records for a program. The books and records must be in accordance with HUD requirements, and must permit a speedy and effective audit.
- b. The HA must furnish HUD such financial and program reports, records, statements, and documents at such times, in such form, and accompanied by such supporting data as required by HUD.

- c. HUD and the Comptroller General of the United States, or their duly authorized representatives, must have full and free access to all HA offices and facilities, and to all the books, documents and records of the HA relevant to administration of the program, including the right to audit and to make copies.
- d. The HA must engage and pay an independent public accountant to conduct audits that are required by HUD. The cost of audits required by HUD may be charged against program receipts.

## 15. Default by HA

- a. Upon written notice to the HA, HUD may take possession of all or any HA property, rights or interests in connection with a program, including funds held by a depository, program receipts, and rights or interests under a contract for housing assistance payments with an owner, if HUD determines that:
  - (1) The HA has failed to comply with any obligations under this consolidated ACC; or
  - (2) The HA has failed to comply with obligations under a contract for housing assistance payments with an owner; or
  - (3) The HA has failed to take appropriate action, to HUD's satisfaction or as directed by HUD, for enforcement of the HA's rights under a contract for housing assistance payments (including requiring actions by the owner to cure a default, termination, or reduction of housing assistance payments, termination of the contract for housing assistance payments, or recovery of overpayments); or
  - (4) The HA has made any misrepresentation to HUD of any material fact.
- b. HUD's exercise or non-exercise of any right or remedy under the consolidated ACC is not a waiver of HUD's right to exercise that or any other right or remedy at any time.

## 16. Fidelity Bond Coverage

The HA must carry adequate fidelity bond coverage, as required by HUD, of its officers, agents, or employees handling cash or authorized to sign checks or certify vouchers.

## 17. Exclusion from Program

Single-headed households, pregnant females, and recipients of public assistance may not be excluded from participation in or be denied the benefit of a program because of such status.

**18. Exclusion of Third Party Rights**

- a. A family that is eligible for housing assistance under this consolidated ACC is not a party to or third party beneficiary of the consolidated ACC.
- b. Nothing in the consolidated ACC shall be construed as creating any right of any third party to enforce any provision of this consolidated ACC, or to assert any claim against HUD or the HA.

**19. Consolidated ACC**

- a. The consolidated ACC is a contract between HUD and the HA.
- b. This consolidated ACC supersedes any previous annual contributions contract for a program. Matters relating to funding or operation of the program under a previous annual contributions contract are governed by this consolidated ACC.

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**United States of America** Secretary of Housing and Urban Development  
Signature of Authorized Representative

Date signed:

X

Name & Official Title: (print or type)

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**Housing Agency** Name of Agency: (print or type)

Signature of Authorized Representative:

Date signed:

X

Name & Official Title: (print or type)