

AMPS Subject Type Completion Timeframes

Business days required to complete each subject type in AMPS.

Subject Type	Completion Target
202 Direct Loan Prepayment Request	45 Business Days
2530 - Previous Participation	30 Business Days
290 Closing Memorandum Package	10 Business Days
8bb Request Processing	90 Business Days
9250 - Reserve for Replacement Deposit Change	30 Business Days
9250 - Reserve for Replacement Draw	19 Business Days
9250 - Residual Receipts Draw	30 Business Days
Affirmative Fair Housing Market Plan (AFHMP) 935.2A	30 Business Days
AFS Flag Resolve	5 Business Days
Annual Financial Statement (AFS)-Not Troubled	90 Business Days
Annual Financial Statement (AFS)-Potentially Troubled, Troubled	60 Business Days
Asset Management Review from Production	10 Business Days
Audited Financial Statements (AFS) and or Risk Share	45 Business Days
Budget Based Rent Increase (BBRI) Adjustment	30 Business Days
Budget Worksheet 92547-A	30 Business Days
Concept Meeting	5 Business Days
Consent to Assignment HAP for Financing	15 Business Days
Contract Renewal - PRAC/PAC at current	30 Business Days
Contract Renewal - PRAC/PAC with BBRI	45 Business Days
Contract Renewal - Section 8	30 Business Days
Controlled Correspondence	5 Business Days
Covid Supplemental Payment (CSP) Request	10 Business Days
Direct Deposit Form 1199A	5 Business Days
Disaster response	5 Business Days
EH&S Certification	5 Business Days
Escrow - Releases of Advance	25 Business Days
Excess Income-Approval to Retain or Draw	30 Business Days
FASS Letter Response	22 Business Days
Final Closing Documents to AE	45 Business Days
Flex Sub Payoff/Deferral Request	64 Business Days
FOIA Request	10 Business Days
Forbearance Agreement	10 Business Days
FSS Review/Update	22 Business Days
General Fee Changes	22 Business Days
Grant Specialist Request	22 Business Days

HAP Assignment	75 Business Days
HAP Assignment - Initial Screening	15 Business Days
Interest Rate Reduction (IRR)	25 Business Days
Lease Addendum or House Rules Change Request	22 Business Days
Management Agent Certification 9839	22 Business Days
Management and Occupancy Review (MOR) - Addendum B 9834	10 Business Days
Management and Occupancy Review (MOR) Response	22 Business Days
Mark up to Market (MU2M) Review	30 Business Days
Monthly Accounting Report (MAR 93479) - Quarterly Review	30 Business Days
Monthly Accounting Report (MAR) 93479	22 Business Days
New Use Agreement or Amendment to Use Agreement	30 Business Days
NOD/NOV Owner Certification Due	42 Business Days
Non-Critical Repair Escrow Draw -92464M (Forward To Production)	0 Business Days
OCAF Rent Adjustment	30 Business Days
Occupancy Waiver	10 Business Days
Office of Inspector General (OIG) Non-referral	30 Business Days
Office of Inspector General (OIG) Referral	30 Business Days
Other- Miscellaneous (See Comments)	22 Business Days
Owner Inquiry/Response	15 Business Days
Partial Payment of Claim (PPC)	45 Business Days
PBCA Request	10 Business Days
PRAC Renewal Request	30 Business Days
Preapproval Reserve for Replacement Request	19 Business Days
Prepare Bedbugs Letter	5 Business Days
Prepare Lead/Peeling Paint Letter	5 Business Days
Prepare Mold/Mildew Letter	5 Business Days
Prepare NOD/NOV Letter	5 Business Days
Production Docket (Upload)	30 Business Days
Project Capital Needs Assessment (PCNA) Review	30 Business Days
REAC Bedbug Infestation Letter Response	10 Business Days
REAC Lead and/or Peeling Paint Response	10 Business Days
REAC Mold/Mildew Letter Response	10 Business Days
REAC NOD/NOV Letter Response	10 Business Days
REAC Postponement Request	15 Business Days
Release of Controlling Documents	45 Business Days
Rent Comp Study (RCS) Review - Initial Screening	10 Business Days
Rent Comp Study (RCS) Review - Substantive	45 Business Days
Rent Schedule - 92458	10 Business Days
Section 8 Opt Out- Initial Review	30 Business Days
Section 8 Pass Throughs	60 Business Days
SEP Green MIP Reduction (Energy Star)	22 Business Days
Service Coordinator Semi-Annual Performance Report - 92456	30 Business Days
Special Claims/Vacancy Claims	30 Business Days
Surplus Cash Analysis (SCA)	30 Business Days
Tenant Protection Vouchers (TPV)	60 Business Days
Tenant Request/Complaint/Inquiry	15 Business Days

TransAccess Upload (See Comments)	20 Business Days
Transfer of Physical Assets (TPA) - Initial Screening	15 Business Days
Transfer of Physical Assets (TPA)-Initial, Modified, Final Review	60 Business Days
Troubled Property Action Plan	30 Business Days
Use Agreement Certification	30 Business Days
Utility Allowance Analysis/Change	20 Business Days
Waiver Request	60 Business Days

Note: Timeframes are expressed in business days and represent standard processing targets.