HUD-52664
November 1974

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LOW-RENT HOUSING PROGRAM
SECTION 23 HOUSING ASSISTANCE PAYMENTS PROGRAM

ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS

ST. CODE (1-2)	BASIC PROJECT NO. (3-8)	SYSTEM CODE (9-10)
		55

TYPE OF LEASING METHOD (CHECK ONE) (11)
1. ☐ NEW
2 ☐ REHAB
3 ☐ EXISTING

FY ENDING (12)
1 ☐ MAR. 31
2 ☐ JUNE 30
3. ☐ SEPT. 30
4. ☐ DEC. 31

NAME AND ADDRESS OF LOCAL HOUSING AUTHORITY

NO. OF DWELLING UNITS (14-17)

NO. OF UNITS MONTHS (18-23)

SUBMISSION (24)
1 ☐ ORIGINAL
2 ☐ REVISION NO. _____

AC CONTRACT NUMBER

HUD FIELD OFFICE

HUD REGIONAL OFFICE

PART I – ESTIMATE OF ANNUAL HOUSING ASSISTANCE PAYMENTS REQUIRED

(25-26)		(27-30)	(31-35)	(36-40)	(41-45)		
LINE NO	SIZE OF DWELLING UNIT	NO. OF DWELLING UNITS	MONTHLY GROSS RENT	MONTHLY GROSS FAMILY CONTRI.	MONTHLY HOUSING ASSISTANCE PAYMENTS	UNIT MONTHS UNDER LEASE	ANNUAL HOUSING ASSISTANCE PAYMENTS
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	0-BR						
02	1-BR						
03	2-BR						
04	3-BR						
05	4-BR						
06	5-BR						
07	6-BR						
08							
09							
10	Subtotal						
11	AMOUNT PREVIOUSLY APPROVED DURING FISCAL YEAR						
12	TOTAL *(Line 10 plus Line 11)*						

PART II – CALCULATION OF ADMINISTRATIVE FEE

UNIT MONTHS	HUD-APPROVED 2-BR FAIR MARKET RENT *(NEW)*	ALLOWABLE %	ADMINISTRATIVE FEE
(1)	(2)	(3)	(4)
1.		.03	
2. AMOUNT PREVIOUSLY APPROVED DURING FISCAL YEAR			
3. TOTAL *(Line 1 plus Line 2)*			

INSTRUCTIONS FOR PREPARING FORM HUD-52664, ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS

Use this form to compute the estimate of Required Annual Contribution for Housing Assistance Payments and Administrative Fee for the Housing Assistance Payments Programs of (1) New Construction (known as New), (2) Substantial Rehabilitation (known as Rehab), and (3) Existing Housing (known as Existing) for period commencing with the first fiscal year.

The Local Housing Authority (LHA) must prepare and submit for HUD approval a separate Form HUD-52664 for each Housing Assistance Payments Program project to compute the estimate of Annual Contributions required for each project. Each individual Form HUD-52664 constitutes the base for estimating the required annual contribution approvable for that project for that fiscal year. The submission of Form HUD-52664 shall be accompanied by a Form HUD-52666, Estimate of Total Required Annual Contributions. Since an original and four copies of the Form HUD-52666 are to be submitted to the HUD Field Office, a similar submission shall be made for the Form HUD-52664.

The calculation of the Administrative Fee for all Housing Assistance Payments projects shall be based on the unweighted average of the fair market rents for new two-bedroom units as published in the Federal Register which were in effect 90 days prior to the first day of the fiscal year for which this form is submitted. This figure will be provided by the HUD Field Office.

The calculation of the Administrative Fee shall include all dwelling units authorized in the Annual Contributions Contract for the project. If, at any time during the fiscal year for which this calculation is made, the number of units authorized for the project is altered, this calculation shall be re-submitted reflecting this change for the portion of the year affected. This calculation shall constitute the required annual contribution approvable for the Administrative Fee for the project for the fiscal year.

1. General

a. First Fiscal Year

(1) New and Rehab. The first fiscal year for a project shall be the period beginning with the commencement of leasing (i.e., the first day of the month in which the first unit is leased by an eligible Family) and ending on the last day of the established fiscal year which is not less than 12 months after commencement of leasing.

(2) Existing. The first fiscal year for a project shall be the period beginning on the date the Annual Contributions Contract is executed and ending on the last day of the established fiscal year which is not less than 12 months after the date of execution.

b. Completion and Submission of Form HUD-52664.

(1) First Fiscal Year

(a) New and Rehab. Not earlier than 150 days and not later than 90 days prior to the estimated date of the beginning of the first fiscal year, the LHA shall submit Form HUD-52664.

(b) Existing. The LHA shall submit Form HUD-52664 promptly after HUD execution of the Annual Contributions Contract.

(2) Subsequent Fiscal Years. Not earlier than 150 days and not later than 90 days prior to the beginning of each subsequent fiscal year, the LHA shall submit Form HUD-52664.

(3) Revisions. The above submissions may be revised to reflect changes in circumstances and available data. If at any time during the fiscal year for which this form is submitted the number of units authorized for the project is altered, resulting in an increase or decrease in the authorized annual contribution amount, a revision must be submitted reflecting this change for the portion of the year affected.

(a) New, Rehab and Existing—If the authorized units are decreased during the fiscal year, a revised Form HUD-52664 shall be prepared for the number of units eliminated that were included in the previously approved Form HUD-52664, for the period from the date of the amendment to the Annual Contributions Contract to the end of the fiscal year. All columns of Line 01 through 10 of Part I, and Line 1 of Part II shall be completed, and these amounts shall be shown with brackets. On Line 11 of Part I and Line 2 of Part II, enter the amounts shown on the latest previously approved Form HUD-52664, without brackets. A revised Form HUD-52666 shall be prepared and submitted showing the reduced amounts for Housing Assistance Payments and the Administrative Fee. A copy of the revised Form HUD-52664 shall be submitted with each copy of the revised Form HUD-52666.

(b) Existing Project Increase. If an Existing Project is authorized additional units during the fiscal year, a Form HUD-52664 shall be prepared for the additional units only. The Form HUD-52664 shall be prepared for the additional units for the period from the date of the amendment to the Annual Contributions Contract to the end of the fiscal year. All columns of Line 01 through Line 10 of Part I, and Line 1 of Part II shall be completed. On Line 11 of Part I and Line 2 of Part II, enter the amounts shown on the latest previously approved Form HUD-52664. A revised Form HUD-52664 shall be prepared and submitted showing the calculated amounts for the additional units plus those amounts previously approved during the fiscal year. A copy of the revised Form HUD-52664 shall be submitted with each copy of the revised Form HUD-52666.

c. Year-End Settlement. All LHAs receiving Annual Contributions for Housing Assistance Payments during any fiscal year shall submit a year-end settlement using the prescribed HUD form, after the close of the year, indicating the actual contributions earned for Housing Assistance Payments.

d. Supporting Documentation. The LHA shall be prepared to submit supporting documentation substantiating the data reported on this form, if so requested by the HUD Field Office.

e. Administrative Fee. The full amount of the administrative fee will be paid each year. The amount of the administrative fee for a fiscal year will not be reduced even if actual administrative costs for that fiscal year are less, nor will the fee for a fiscal year be increased because the actual administrative costs for that fiscal year are more.

Instruction Sheet for HUD-52664 (Continued)

2. Heading

a. St. Code: Enter applicable state code (see paragraph 5 below).

b. Basic Project No.: Enter the number of the project.

c. Type of Leasing Method: Check one block to identify the type of leasing method.

d. Fiscal Year Ending: Enter the year (e.g. 1975) and check the appropriate block to indicate the fiscal year ending date.

e. Submission: Insert check, if original submission; insert check and revision number, if revised submission.

f. No. of D. U.:
Original Submission: Enter the total number of dwelling units authorized in the project.
Revised Submission: Enter only the increase or decrease in the number of dwelling units authorized in the project. See paragraphs 1.b(3)(a) and (b) above.

g. No. of Unit Months:
Original Submission: Enter the product of the units authorized by the Annual Contributions Contract for the project multiplied by the number of months in the fiscal year for which this form is prepared. Use whole months.
Revised Submission: Enter the product of the decrease or increase in the number of units authorized in the project multiplied by the number of months from the date of the execution of the Revised ACC Part I to the end of the fiscal year for which this form is prepared. Use whole months.

h. AC Contract No.: Insert Annual Contributions Contract number.

i. HUD Field and Regional Office: Insert appropriate offices.

3. Part I—Estimate of Annual Housing Assistance Payments Required

General: If an original submission, apply the instructions below for all of the units expected to be leased. If there is an increase in the number of units authorized to an Existing Project, show the calculations for Line 01 through Line 10 for the new units only. If there is a reduction in the number of units authorized, show the calculations for Line 01 through Line 10 for the units eliminated only; each figure should be bracketed.

a. Column (2). Enter by size of dwelling unit, the number of units expected to be leased by Families during the year for which this form is prepared.

b. Column (3). Enter by size of dwelling unit the estimated average monthly gross rent (rent to owner plus allowance for tenant supplied utilities) of those units expected to be leased by Families during the year for which this form is prepared.

c. Column (4). Enter by size of dwelling unit the estimated average monthly amount of the Gross Family Contribution toward gross rent during the year for which this form is prepared.

d. Column (5). Column (3) minus Column (4)

e. Column (6). Enter by size of dwelling unit the sum of the number of months each unit will be under lease by a Family during the fiscal year for which this form is prepared. For the purposes of this estimate, a unit shall be considered to be under lease as of the first day of the month such unit is leased by the Family.

f. Column (7). Column (5) multiplied by Column (6).

g. Line 10. Total Column (7).

h. Line 11. Enter amount approved by HUD for Annual Housing Assistance Payments as shown on the last previously approved Form HUD-52664 for the fiscal year for which a revision is submitted.

i. Line 12. Line 11, Col. (7) plus or minus the amount on Line 10, Col. (7).

4. Part II—Calculation of Administrative Fee

a. Column (1). Enter the number of unit months shown in the Heading of this form as computed in accordance with paragraph 2g above.

b. Column (2). Enter the unweighted average of the fair market rents for new two-bedroom units for the LHA locality as published in the Federal Register which were in effect 90 days prior to the first day of the fiscal year for which this form is submitted. This figure will be provided by the HUD Field Office. If no fair market rents were in effect on this date, the fair market rents first published thereafter shall be used. Any subsequent change in the published fair market rents shall not be grounds for revision of the administrative fee.

c. Column (4). Column (1) times Column (2) times Column (3). If this form is submitted to reflect a reduction in the number of authorized units, enter the result in brackets.

d. Line 2. Enter the amount approved by HUD for Administrative Fee as shown on the last previously approved Form HUD-52664 for the fiscal year for which a revision is submitted.

e. Line 3. Line 2, Col. (4) plus or minus Line 1, Col. (4).

5. STATE CODES. The following is a list of the State Codes; the applicable code is to be entered in the heading:

State or Possession	Code	State or Possession	Code
Alabama	01	Ohio	39
Alaska	02	Oklahoma	40
Arizona	04	Oregon	41
Arkansas	05	Pennsylvania	42
California	06	Rhode Island	44
Colorado	08	South Carolina	45
Connecticut	09	South Dakota	46
Delaware	10	Tennessee	47
District of Columbia	11	Texas	48
Florida	12	Utah	49
Georgia	13	Vermont	50
Hawaii	15	Virginia	51
Idaho	16	Washington	53
Illinois	17	West Virginia	54
Indiana	18	Wisconsin	55
Iowa	19	Wyoming	56
Kansas	20	American Samoa	60
Kentucky	21	Canal Zone	61
Louisiana	22	Canton and Enderbury Isl(s)	62
Maine	23	Guam	66
Maryland	24	Johnston Atoll	67
Massachusetts	25	Midway Islands	71
Michigan	26	Puerto Rico	72
Minnesota	27	Ryukyu Islands - South	73
Mississippi	28	Swan Islands	74
Missouri	29	Trust Territories of Pacific Islands	75
Montana	30	Misc. Caribbean Islands (U.S.)	76
Nebraska	31	Misc. Pacific Island (U.S.)	77
Nevada	32	Virgin Islands	78
New Hampshire	33	Wake Island	79
New Jersey	34		
New Mexico	35		
New York	36		
North Carolina	37		
North Dakota	38		