

## CHAPTER 7. TRACKING HUD RENTAL HOUSING UNITS AND BUDGET AUTHORITY

- 7-1. GENERAL. Tracking the utilization of assisted housing funds for each allocation area and locality within the Field Office jurisdiction is an essential part of the allocation process. Tracking is a two part process: (1) tracking the actual dollar amounts of combined budget authority reserved for assisted housing in each allocation area, and (2) tracking the number of assisted housing units, by housing and household type, reserved for a particular locality in relation to its goals or estimates of needs for assisted housing.

Tracking the use of assisted housing funds and units is necessary to ensure Departmental compliance with statutory, regulatory, and administrative requirements, and to ensure the equitable and proportionate distribution of funds and housing units to each allocation area and the localities in those areas. Regional and Field Offices must monitor uncontracted funds to ensure that they are placed under contract in a timely manner or, if necessary, that the Funds are recaptured. Tracking is essential to:

- A. Determine the needs for the targeting of budget authority to specific localities;
  - B. Revise the allocation plans and reallocate any unreserved/uncommitted funds during a particular fiscal year;
  - C. Indicate the progress made by specific localities toward the proportional achievement of their respective three-year Housing Assistance Plan (HAP) goals; and
  - D. Conduct Section 213 reviews of proposals including the comments of local government and the independent review for HAP consistency pursuant to 24 CFR 791, Subparts B and C.
- 7-2. TRACKING PROCEDURES - FIELD OFFICE STAFF. The Housing Development Division is responsible for maintaining current, accurate data on the use of housing assistance by housing type and household type, and the amounts of budget and loan authority reserved for each locality within its jurisdiction. The Community Planning and Development (CPD) Division is responsible for maintaining current, accurate information on the goals and needs for assisted housing in all localities covered by an approved HAP in the Field Office jurisdiction (HAP approvals and amendments, recipients conditioned or sanctioned, grantee performance reviews, etc.). The data developed by Housing and CPD is provided to the Economic and Market Analysis Staff (EMAS) to assure that both the objectives of the allocation plan process and the activities described in paragraph 6-1 are

carried out. The applicable three year HAP period provides the framework within which the tracking will occur for any locality.

Where the three-year HAP is not applicable appropriate adjustments should be made. For HAP and non-HAP localities, the number of units must be tracked. For allocation areas, the dollar amounts of budget authority reserved must be tracked.

7-3. DATA SOURCES. For the most part, essential data concerning the production of assisted housing is entered into automated systems which may be readily accessed by Departmental staff at all three levels. Each of the sources provides information integral to the tracking process; however, the Housing Division may need to supplement this information due to the timing of the input of data to the system and the need for specific elements, such as the distribution of housing units between family and large family household types. Processing stages and other pertinent project data are resident in the Section 8 Management Information System (MIS). Specific accounting data, e.g., fund reservations and contract executions, are resident in the Assisted Housing Accounting System (AHAS). Specific accounting data for certain other (e.g. Contract Renewals, Section 202, etc.) programs are resident in the Program Accounting System (PAS). Details regarding these three systems are described below:

- A. Section 8 MIS. Production and occupancy data for all Section 8 programs are resident in this system. Such data includes the application received and approved dates, proposal received and approved dates, total elderly assisted units, project locality data, program type and PHA name. The data can be extracted on an as needed basis and is also available from recurring reports at both the Regional and Field Office levels.
- B. AHAS. Data for the Section 8 Program (excluding Moderate Rehabilitation (SRO) and Contract Renewals) is included in this system. Available from the Assignment/Subassignment reports and on an as needed basis is the following project information: the amount of contract and budget authority assigned and the current balance for each category identified on the form HUD-185, metro/nonmetro designations, reservation activity by program, and the housing type designation.
- C. PAS. This is an integrated budgetary accounting system for HUD's grant, subsidy, and certain loan programs (e.g. Section 202 loan authority, Flexible Subsidy, Moderate Rehabilitation (SRO), Certificate Renewals, Voucher Renewals, Loan Management Extensions). Actual financial data for each reservation is available in reports from the PAS. The system is an effective tool for measuring progress and supporting future plans.