

CHAPTER 10  
REPORTING SECTION 8  
HOUSING FINANCE AND DEVELOPMENT AGENCIES (HFDAs)  
NON-INSURED NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION INCLUDING  
NON-INSURED NEIGHBORHOOD STRATEGY AREAS (NSAs)  
Form HUD-52491.4 (FAST TRACK)

10-1 CHAPTER OVERVIEW.

- A. This Chapter establishes reporting procedures for Non-insured Housing Finance and Development Agency (HFDA) New Construction and Substantial Rehabilitation activity (including Non-insured Neighborhood Strategy Areas (NSAs)) using special procedures (FAST TRACK) defined as follows:

Fast Track is defined as a processing method used only for HFDA non-insured projects under new construction or substantial rehabilitation. It effectively increases the responsibilities of the HFDA in that much of the processing is accomplished by the HFDA instead of by HUD as under the slow track procedures described in chapter 11 of this Handbook. In addition, the process involves only one proposal being submitted to HUD as opposed to two proposals under slow track. HFDAs using Fast Track must be approved by HUD.

- B. References in this Chapter to the Housing Funding Control systems pertain to systems which are officially designated by the Department for input of Reservation and/or Contract data interfacing to the Section 8 MIS. The Assisted Housing Accounting System (AHAS) and the Program Accounting System (PAS) are system examples.
- C. State Code abbreviations, Field Office Codes, County Code(s), Locality Code(s), SMSA Code(s), Congressional District Code(s), and Central City Indicators are to be selected for reporting from the Headquarters' computer-generated Field Office reports of D71AAC-A and D71AAC-B, entitled "Geographic Code System Population and SMSA Report". For report samples, refer to appendices 1 and 2 of the User Guide for Geographic Code System, I-160.10 Rev.1. For information on these reports, contact the following Headquarters' organizations:
1. The Office of Information Policies and Systems, Systems Engineering Group, Project Management Staff, AIS.
  2. The Office of Information Policies and Systems, Systems Engineering Group, Administrative Systems Divisions, Administrative Support Systems Branch, AISAA.

10-2 FORM HUD-52491.4. The responsible Section 8 Program organizational staff member, after completion of each development stage on the form, is to initial, date, and submit the green copy (where applicable) to



proposal/application invitation or NSA Request number assigned to positions 5 through 8.

Example1: If the proposal received for MA06-H001-001 covers two additional localities before any additional proposals are received and assigned numbers, the assigned proposal numbers representing the three localities are as follows:

MA06-H001-001

MA06-H001-002

MA06-H001-003

Example2: If the proposal received for proposal number MA06-H001-001 covers two additional localities after, for instance, seven different proposals received were assigned numbers, the proposal numbers representing the two additional localities would be assigned as follows:

MA06-H001-008

MA06-H001-009

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1. HFDA NON-INSURED NEIGHBORHOOD STRATEGY AREA (NSA)
  - a. Positions 1 and 2: Federal Standard alpha State code for the state in which the project is located. Refer above to paragraph 10-1.C.
  - b. Positions 3 and 4: HUD Standard numeric code for the HUD Field Office having jurisdiction over the project. Refer above to paragraph 10-1.C.
  - c. Position 5: "A"
  - d. Positions 6 through 8: A three digit serialized number starting with "00", issued by the Field Office to identify each NSA Request (positions 1 through 8 represent the NSA Request identification number).
  - e. Position 9 through 11: A three digit serialized number starting with "001" issued consecutively for each NSA HFDA Proposal associated with a specific NSA request.

Example: MA06A001001

2. HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED SECTION 23 CONVERSIONS

- a. Positions 1 and 2: Federal Standard alpha State code for the state in which the project(s) is located. Refer above to paragraph 10-1.C.
- b. Positions 3 and 4: HUD Standard numeric code for the Field Office having jurisdiction over the project(s). Refer above to paragraph 10-1.C.
- c. Position 5: "H"
- d. Positions 6 through 8: A three-digit serialized number starting with "001" issued consecutively by the Field Office to identify the HFDA administering the project.
- e. Positions 9 through 11: A three-digit serialized number starting with "001", issued by the Field Office for each application associated with the HFDA.

Example: MA06H001001

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10-4 APPLICATION RECEIVED

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA  
FORM HUD-52491.4 (FRAME 4F1)

The Federal Standard numeric State code (C1043) is computer-generated in the Section 8 MIS from positions 1 and 2 of the project number.

- A. 4F1, Block 1: Date Received (MM/DD/YY - Example, 04/11/90)  
Form HUD-52516
  - 1. For HFDA Non-Insured NSA: Enter the date the Proposal is received by the Field Office.
  - 2. For All others: Enter the date of Field Office receipt of the Application.
- B. 4F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated in the proposal or application.
- C. 4F1, Block 3: Total Elderly Units. Enter the total number of elderly and non-elderly handicapped units in the proposal/application. If none, leave blank.
- D. 4F1, Block 4: Program Type. Select the code representing the proposal/application's method of development.

Circle One:

"N" = New Construction

"R" = Substantial Rehabilitation

- E. 4F1, Block 5: Area/Memo. Select the correct letter code representing the funding allocation area for the type of non-insured Section 8 subprogram.

Circle One:

"MZ" = Metropolitan HFDA NSA

"NZ" = Non-Metropolitan HFDA NSA

"MH" = Metropolitan HFDA/HFA New/Rehab Non-NSA

"NH" = Non-Metropolitan HFDA/HFA New/Rehab Non-NSA

"MC" = Metropolitan HFDA Section 23 Conversions

"NC" = Non-Metropolitan HFDA Section 23 Conversions

Project Area code (C1037) in the Section 8 MIS is computer-generated from the first position.

The Subprogram code (C1071) in the Section 8 MIS is computer-generated from the second position.

For HFDA NEW/REHAB Section 23 Conversions, the Subprogram code (C1071) in the Section 8 MIS is valued as "CH". AHAS will contain a "C", which will compare to the "CH" in the Section 8 MIS as equal.

- F. 4F1, Block 6: Project County(s). Enter the three-digit Federal

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- F. 4F1, Block 6: Project County(s). Enter the three-digit Federal Standard county code(s) selected as described above in paragraph 10-1.C.

1. If there are more than five counties involved, select the five counties that best represent the locations of the project.
2. The first county entered should represent the county with the largest number of assisted and/or unassisted units.
3. The first county entered represents the Prime County Code (C1080) in the Section 8 MIS.

- G. 4F1, Block 7: Project Locality(s). Enter where applicable (refer to Handbook 7420.3 REV-2 CHG 4). Enter the

four-digit place/locality code(s) selected as described above in paragraph 10-1.C.

1. Only one locality code is authorized per project.
2. If there is more than one locality, the project should be split into the number of projects required to represent each HUD locality (refer to paragraph 10-3 B.).
3. The locality code entered represents the Prime Locality Code (C1041) in the Section 8 MIS.

H. 4F1, Block 8: Project Locality Name. Up to 25 characters, enter the "Place/County Name" corresponding to the first Project Locality Code entered in 4F1, Block 7.

Note: The Locality name entered represents the Prime Locality Name (C1042) in the Section 8 MIS.

I. 4F1, Block 9: Project SMSA (Standard Metropolitan Statistical Area). Enter the four-digit Federal Standard Code of the SMSA in which the project is located, selected as described above in paragraph 10-1.C.

Note: Enter "9999" if 50 percent or more of the units are not in an SMSA.

J. 4F1, Block 10: Project Central City. Select the item indicating whether or not the project area is located within the central city of an SMSA determined as described above to paragraph 10-1.C.

Circle One:

Y = Yes

N = No

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K. 4F1, Block 11: Project Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s), selected as described above in paragraph 10-1.C, representing where the project is located.

1. If there are more than five Congressional Districts, select the five that best represent the locations of the project.
2. The first Congressional District entered

should represent the District with the largest number of assisted and/or unassisted units.

L. 4F1, Block 12: HUD Contractual Relationship. Do not complete. The appropriate code of "E" for HFA is pre-circled.

1. Project Type (C1046) in the Section 8 MIS is computer-generated to a value of "A" (Private-Owner/PHA).

2. However, it is possible for the Project Type to be PHA-Owner. In this instance, Form HUD-52491.CHG is to be used to change the Project Type from Private-Owner/PHA to PHA-Owner (Project Type = "C").

This action is to be performed immediately after this stage becomes resident in the Section 8 MIS.

3. The HUD Contractual Relationship code reported is used to determine the HFDA-ADDRESS type code (C60) in the Section 8 MIS.

M. 4F1, Block 13: HFDA Name. Enter up to 25 characters, enter the abbreviated name, not the corporate name, of the HFDA. Examples: Mass. HFA, etc.

Note: The HFDA numbers (C59/C1049) are computer-generated in the Section 8 MIS from positions 1-2 and positions 6-8 of the Project Number.

N. 4F1, Block 14: Housing Assistance Plan. Select the item indicating whether or not the area where the project is located have an approved Housing Assistance Plan.

Circle One:

Y = Yes

N = No

O. 4F1, Block 15: Conversion. Not applicable. Data item was deleted from the Section 8 MIS in 1988.

P. 4F1, Block 16: Located in Title VII or IV New Community. Select the item indicating whether or not the proposed project is in a Title VII or Title IV new

community.

Circle One:

Y = Yes

N = No

10-5 PROPOSAL RECEIVED

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA FORM HUD-52491.4 (FRAME 4F2). The proposal may or may not be received with the application. Handbook 7420.4 states that actual processing of the proposal shall not begin until after application is approved. Whenever the proposal is received, (simultaneously with the application or after application receipt), this portion of the form is to be completed and forwarded for data entry to the Section 8 MIS.

The Federal Standard numeric State code (C1043) is computer-generated in the Section 8 MIS from positions 1 and 2 of the Project Number.

The HFDA numbers (C59/C1049) are computer-generated in the Section 8 MIS from positions 1-2 and positions 6-8 of the Project Number.

- A. 4F2: Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 4F2, Block 1: Type of Proposal. Do not complete. The appropriate code of "A" is pre-circled (HFA Proposal Received, Fast Track).
- C. 4F2, Block 2: Proposal Received Date. Enter date (MM/DD/YY - Example, 12/06/90) the Proposal is received by the Field Office.
- D. 4F2, Block 3: Source of Financing. Select the item representing the type of Financing to be used by the project owner to construct or substantially rehabilitate the proposed project.

Fast Track procedures may apply only to "E" and "H".

Circle One:

"A" = Conventional (privately financed - no HUD Mortgage Insurance)

"C" = Title V Farmers Home (8/515)

"E" = Tax Exempt Bonds (no HUD mortgage insurance)

"F" = Title I Home Improvement Loan

"H" = Other

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- E. 4F2, Block 4: Indian Housing. Select the item indicating whether or not the Section 8 housing is being developed by an Indian Housing Authority.

Circle One:

Y = Yes

N = No

- F. 4F2, Block 5: Congregate Housing. Select the item indicating whether or not the facilities are to be used as congregate housing. Congregate housing is where bath, kitchen and/or dining facilities are provided outside of the living unit on a shared basis.

Circle One:

Y = Yes

N = No

- G. 4F2, Block 6: Developer's Name. Up to 25 characters enter the firm name or the name of the principal officer.

- H. 4F2, Block 7: Owner's Name. Same as 4F2, Block 6.

- I. 4F2, Block 8: Manager's Name. Same as 4F2, Block 6.

- J. 4F2, Block 9: FHA Project Number. Not Applicable.

- K. 4F2, Block 10: Number of Relocation Units. Not applicable. Data item was deleted from the Section 8 MIS in 1988.

10-6 TERMINATION BEFORE RESERVATION

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA. Refer to appendix 5, Terminating Before Reservation.

10-7 PROPOSAL APPROVED

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA  
FORM HUD-52491.4 (FRAME 4F3)

- A. 4F3: Project Number. Enter the eleven character alphanumeric number assigned when Proposal Received stage was reported.

- B. 4F3, Block 1: Type of Proposal. Do not complete. The appropriate code of "A" is pre-circled (HFA Proposal Approved, Fast Track).

- C. 4F3, Block 2: Proposal Approved Date. Enter the date (MM/DD/YY - Example, 12/06/90) the HFA Notification of Approval of Proposal is signed by HUD Field Office

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D. 4F3, Block 3: Prime Census Tract/Enumeration Districts. Enter the Census Tract or Enumeration District designated by Field Office Fair Housing and Equal Opportunity (FH&EO) personnel. If not provided by FH&EO, leave blank. Refer to appendix 1, Reporting Project Census Tract/Enumeration District.

1. Census Tracts:

- a. Positions 1 through 4: enter the census tract number with leading zeroes.
- b. Positions 5 and 6: enter the census tract suffix. If none, enter "00".

Examples:

Census Tract #1 = "0001" . "00"  
Census Tract #25 = "0025" . "00"  
Census Tract #1104.10 = "1104" . "10"

2. Enumeration Districts.

- a. Positions 1 through 4: enter enumeration district number with leading zeroes.
- b. Position 5: enter the letter suffix of the enumeration district. If no suffix, enter "X".
- c. Position 6: enter the letter "E".

Examples:

Enumeration  
District #1 = "0001" ."XE"

Enumeration  
District #25 = "0025" ."XE"

Enumeration  
District #104A = "0104" ."AE"

10-8 APPLICATION APPROVED AND RESERVATIONS

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA. The application approved development stage is generated in the Section 8 MIS through the Reservation/Funding data interfaced from the

appropriate Housing Funding Control systems. Refer to appendix 2, Reporting Section 8 Fund Reservations/Amendments.

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10-9 HAP LIST APPROVED

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA  
FORM HUD-52491.4 (FRAME 4F3)

- A. 4F3: Project.Number. Enter the eleven character alphanumeric number assigned by Field Office.
- B. 4F3, Block 1: HAP List Approved Date. Enter the date (MM/DD/YY - Example, 12/06/90) the HAP List (Form HUD-5041-C, ACC/HAP List) is signed by the Area Manager (Part A(6) of Form HUD-5041-C).
- C. 4F3, Block 2: Total Project Units. Enter the total assisted and unassisted units in the project. If there are no unassisted units, enter total assisted units.  
  
Note: The Percent of Total Units Assisted (C1078) in the Section 8 MIS is computed by dividing current Reserved Total Assisted Units (C1020) by Total Project Units being reported.
- D. LST: Enter data from Form HUD-5041-C. Refer to appendix 3, Reporting ACC/HAP Contract list.

10-10 ANNUAL CONTRIBUTIONS CONTRACT (ACC)

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA

- A. Applicable to HFDA Administered projects where an obligatory contract is executed between HUD and the HFDA (Project Type, C1046 in the Section 8 MIS is "A" for Private-Owner/PHA (HFDA) administered).
- B. The date (signature date, not effective date) of the obligatory Annual Contributions Contract (ACC) executed between the HFDA and HUD is reported by the Regional Accounting Division (RAD) to the appropriate Housing Funding Control system, which interfaces the contract data to the Section 8 MIS. Refer to appendix 4, Reporting Section 8 Obligatory Contracts.

10-11 REPORTING ADDRESSES

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA.  
Refer to appendix 8, Reporting Addresses. HFDA and Managing Agent addresses are required to be entered after ACC or HAP contract.

10-12 HAP AGREEMENT APPROVED (Start of Construction)

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA

FORM HUD-52491.4 (FRAME 4F3)

- A. 4F3: Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 4F3: HAP Agreement Approved Date. Enter the date (MM/DD/YY - Example, 01 /11/90) that the HUD Area Manager executes and/or approves the HAP Agreement (Agreement to enter into a Housing Assistance Payments Contract between the owner and the contract administrator (owner and HUD or owner and HFDA)).

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10-13 HAP CONTRACT EXECUTED

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA FORM HUD-52491.4 (FRAME 4F3). HAP Contract Execution date is to be reported only if the Project Type (C1046) on the Section 8 MIS database is "A" representing a Private-owner/PHA (HFDA).

- A. 4F3: Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 4F3: HAP Contract Executed Date. Enter the date (Example, 01/11/90) the HAP Contract was executed between the HFDA (contract administrator) and the Owner.

If it is determined that the Hap Contract Date (C1032) was updated on the Section 8 MIS database with an incorrect value, Form HUD-52491.CHG may be used to make the correction. Refer to appendix 9, Reporting Data Corrections to Section 8 MIS.

Note:

For HUD-administered projects: Project Type (C1046 on the Section 8 MIS database is changed, via Form HUD-52491.CHG, to "C" for PHA-Owner/HUD), the obligatory Hap Contract executed between HUD and the owner is reported by the RAD to the appropriate Housing Funding Control system which interfaces the contract data to the Section 8 MIS.

If the HUD-administered projects are constructed or substantially rehabilitated in stages, only upon completion of the last stage of the project (meaning the entire project is completed), is the date (signature date, not effective date) of the Hap Contract executed between HUD and the owner interfaced to the Section 8 MIS.

This date is retained in the Section 8 MIS as the

original Hap Contract date and should never be changed for amendments. The date may only be corrected through the appropriate Housing Funding Control system.

For initial reporting and correcting the obligatory Hap Execution data, refer to appendix 4, Reporting Section 8 Obligatory Contracts.

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PROGRAM UTILIZATION (OCCUPANCY)

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA FORM HUD-52684 (FRAME MGT). Occupancy Data reported on Form HUD-52684 is supplied by owners, managing agents, or HFDAs of New Construction and Substantial Rehabilitation Non-NSA and HFDA Non-insured NSA program projects.

A. REPORTING FREQUENCY.

1. Quarterly Reporting. The first report submitted for a project should contain information through the end of the calendar quarter during which a HAP contract was executed. Subsequent reports must be submitted quarterly until ninety-five percent or more of units under HAP contract are leased.
2. Annual Reporting. After ninety-five percent or more occupancy is achieved, the report is to be submitted annually. Once annual reporting has begun, reporting on Form HUD-52684 is to continue in that manner, even if the assisted units under lease drop below ninety-five percent of units in the project.
3. Field Office Report Receipt. The reports are to be submitted to and received by the HUD Field Office by the 10th of the month following the quarter/year covered by the report period.
4. Section 8 MIS Data Entry. The Field Office organization responsible for the Section 8 program(s) should forward the report, upon receipt, to the assigned program data entry staff member(s) for entering to the Section 8 MIS during the month following the quarter/year covered by the report period.

Example:

Reporting Period - June 30, 1991  
Section 8 MIS Data Entry - July 1, 1991 and after

- B. Form HUD-52684. Refer to Figure 10-2 on the following page for an illustration of the form.



Occupancy Report Date.

52684(MGT)Line H: Total Number of Assisted Units. Total units under lease to elderly, disabled, or handicapped tenants.

D. SECTION 8 MIS RETRIEVAL. For ease of retrieval of the latest occupancy data, the project level data items of Current Occupancy Date (C1081), Current Total Assisted Units (C1082), Current Total Elderly Leased (C1083), and the Current Total Leased (C1084) are valued in the databases each time occupancy data is reported.

E. SECTION 8 MIS COMPLETED LEASE UP (CLU). When the Total Number of Units Under Lease to Assisted Tenants are equal to or greater than 95 percent of the Total Reserved Assisted Units (C1020), the project elements of CLU-Date (C1065), CLU-Assisted (C1066), and CLU-Elderly (C1067) are valued from the Occupancy Report date, Total Assisted Leased, and Total Elderly Leased.

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MANAGEMENT REVIEWS

HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA FORM HUD-52491.7 (FRAME MGT)

Non-Insured and Non-202/8 Projects only. The responsible Section 8 Program organization of the Field Office is to report to the Section 8 MIS the first (initial) and the subsequent annual project management reviews. The first (initial) management review is to be reported six months following the execution of the HAP Contract.

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FORM HUD-52491.7. The form is designed for entering six annual reviews for a given project. Therefore, the original form should reflect each of the subsequent annual reviews, with a copy forwarded to the assigned program data entry staff member(s) who is to enter only the last entry. Refer to Figure 10-3 on the following page for an illustration of the form.

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Figure 10-3

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A. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS  
 HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA  
 FORM HUD-52491.7 (MGT FRAME)

52491.7(MGT): Project Number. Enter the eleven character  
 assigned project number.

52491.7(MGT): Original Management Review Date. Enter date  
 (MM/DD/YY - Example, 12/06/89) the first  
 management review is accomplished on the  
 project. Normally, this is six months  
 following execution of the HAP Contract.

52491.7(MGT): Annual (Subsequent) Management Review Date.  
 Enter date (MM/DD/YY - Example, 12/06/90) of  
 the appropriate subsequent review of the  
 project. The review is normally performed  
 once a year or every two years.

10-16 TERMINATION/INACTIVATING AFTER RESERVATION  
 HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA.  
 Refer to appendix 6, Termination/Inactivating After Reservations.

10-17 REINSTATEMENT OF TERMINATED PROPOSALS/APPLICATIONS  
 HFDA NON-INSURED NEW/REHAB NON-NSA and HFDA NON-INSURED NSA.  
 Refer to appendix 7, Reinstatement of Terminated  
 Proposals/Applications.

10-18 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data  
 Corrections to the Section 8 MIS.

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