

CHAPTER 11
REPORTING SECTION 8
HOUSING FINANCE AND DEVELOPMENT AGENCIES (HFDAs)
INSURED NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION INCLUDING
INSURED NEIGHBORHOOD STRATEGY AREAS (NSAs)
Form HUD-52491.5 (SLOW TRACK)

11-1 CHAPTER OVERVIEW.

- A. This Chapter establishes reporting procedures for Insured Housing Finance and Development Agency (HFDA) New Construction and Substantial Rehabilitation activity (including Insured Neighborhood Strategy Areas (NSAs)) not using special procedures (SLOW TRACK) defined as follows:

Slow Track is defined as a processing method used only for HFDA projects under new construction or substantial rehabilitation. This is a two-proposal process and must be used when a Section 8 project is to be insured by HUD. It is a slower and more detailed process for both the HFDA and HUD than Fast Track (refer to Chapter 10 of this Handbook).

- 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.

- 11-2 FORM HUD-52491.5. 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 the assigned program data entry staff member(s) for data entry to the Section 8 MIS. The assigned data entry staff member(s) is to initial and date the form upon completion of the data entry session. Refer to Figure 11-1 on the following page for an illustration of the reporting

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

1. HFDA 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 11-1.C.
 - b. Positions 3 and 4: HUD Standard numeric code for the HUD Field Office having jurisdiction over the project. Refer above to HUD paragraph 11-1.C.
 - c. Position 5: "A"
 - d. Positions 6 through 8: A three digit serialized number starting with "001" issued by the Field Office to identify each NSA Request (positions 1 through 8 represent the NSA Request identification number).

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- 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 INSURED NEW/REHAB NON-NSA and HFDA 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 11-1.C.

- b. Positions 3 and 4: HUD Standard numeric code for the Field Office having jurisdiction over the project(s). Refer above to paragraph 11-1.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 an HFDA.

Example: MA06H001001

11-4 APPLICATION RECEIVED

HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (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: Application Date Received. Enter date (MM/DD/YY - Example, 04/11/90) the Application (Form HUD-52516) is received by HUD Field Office.

- 1. HFDA Non-NSA/Section 23 Conversions Procedures.

In accordance with Handbook 7420.4, the HFDA is to submit either the Preliminary or Final Proposal with the Application to the HUD Field Office.

Without either, the HUD Field Office should not process or report the Application receipt to the Section 8 MIS. This stage should be reported at the same time as the Application.

- 2. Insured NSA Procedures.

The NSA/HFDA Feasibility Proposal is to be received with the Application.

If it is not received with the Application, the Field Office should not process or report the Application receipt to the Section 8 MIS.

- B. 4F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated in the application.
- C. 4F1, Block 3: Total Elderly Units. Enter the total number of elderly and non-elderly handicapped units in the application. If none, leave blank.
- D. 4F1, Block 4: Program Type.
- "N" = New Construction
- "R" = Substantial Rehabilitation
- E. 4F1, Block 5: Area/Memo. Circle the correct letter codes representing the funding allocation area for the type of insured Section 8 subprogram.
- "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 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 Standard county code(s) selected as described above in paragraph 11-1.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.

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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 11-1.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 11-1.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 in paragraph 11-1.C.

Circle One:

Y = Yes

N = No

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

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- L. 4F1, Block 12: HUD Contractual Relationship. Do not complete. The appropriate code of "C" for HFDA 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

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11-5 PROPOSAL RECEIVED and NSA FEASIBILITY PROPOSAL RECEIVED
HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (FRAME 4F2). Refer to Application Date Received
(Block 1) for outstanding procedures for this development stage.

The Federal Standard numeric State code (C1043) is computer-generated
in the Section 8 MIS from position 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

1. HFDA INSURED NEW REHAB (NON-NSA/Section 23
Conversions. The value "A" is not applicable
to slow track processing and should never be
circled on this form.

Circle One;

"B" = HFDA Preliminary Proposal Received

"C" = HFDA Final Proposal Received.

2. HFDA INSURED NSA Feasibility Proposal
The values of "A" and "C" are not applicable
to NSA processing and should never be circled
on this form.

Circle Only:

"B" = Preliminary Proposal Received

C. 4F2, Block 2: Proposal Received Date. Enter date (MM/DD/YY
-Example, 06/20/90) the Proposal is received by the
Field Office.

D. 4F2, Block 3: Source of Financing. Select the item representing
the type of financing under which the project will
be constructed or substantially rehabilitated.

Circle One:

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

"C" = Title V Farmers Home (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.

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. Enter if it is known.

1. An invalid FHA number is defined as follows:

All Xs
All nines
All zeros
"None", or
Not eight positions.

2. A valid FHA number is defined as follows:
- a. Positions 1-3: FHA Office prefix
 - b. Positions 4-8: FHA Case Number
 - (1) Positions 4-5: Section of the Housing Act
 - (2) Positions 6-8: Consecutive serial number within the Field Office;
- or
- (1) Positions 4-6: Section of the Housing Act
 - (2) Positions 7-8: Consecutive serial number within the Field Office.

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

11-6 TERMINATION BEFORE RESERVATION

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

11-7 PROPOSAL APPROVED and NSA FEASIBILITY PROPOSAL APPROVED

HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (FRAME 4F3)

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

B. 4F3, Block 1: Type of Proposal

- 1. HFDA INSURED NEW REHAB (NON-NSA/Section 23 Conversions). The value "A" is not applicable to slow track processing and should never be circled on this form.

Circle One:

"B" = HFDA Preliminary Proposal Approved

"C" = HFDA Final Proposal Approved (Circle only if the HFDA Final Proposal was received with the application).

2. HFDA INSURED NSA Feasibility Proposal
The values of "A" and "C" are not applicable to NSA processing and should never be circled on this form.

Circle Only:

"B" = Preliminary Proposal Approved

- C. 4F3, Block 2: Proposal Approved/HFDA Insured NSA Feasibility Date. Enter the date (MM/DD/YY - Example, 06/20/90) the HFA Notification of Approval of Proposal is signed by HUD Field Office Director.

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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, 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"

11-8 APPLICATION APPROVED AND RESERVATION

HFDA INSURED NEW/REHAB NON-NSA and HFDA 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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11-9 FINAL PROPOSAL RECEIVED and NSA FIRM COMMITMENT PROPOSAL RECEIVED

HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (FRAME 4F3)

- A. 4F3: Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 4F3: HFDA Final Proposal Received Date. Enter date (MM/DD/YY, 01/11/90) the Final Proposal is received by the HUD Field Office; or

HFDA Insured NSA Firm Commitment Proposal Received Date.
Enter date (MM/DD/YY, 01/11/89) the HFDA Insured NSA Firm Commitment Proposal is received by the HUD Field Office.

11-10 FINAL PROPOSAL APPROVED and NSA FIRM COMMITMENT PROPOSAL APPROVED

HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (FRAME 4F3)

- A. 4F3: Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 4F3: HFDA Final Proposal Final Approved date. Enter date (MM/DD/YY, 01/11/90) the Final Proposal is signed (approved) by the HUD Field Office; or

HFDA Insured NSA Firm Commitment Proposal Approved Date.
Enter date (MM/DD/YY, 01/11/89) the HFDA Insured NSA Firm commitment Proposal is signed (approved) by the HUD Field Office.

11-11 HAP LIST APPROVED

HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (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 date (MM/DD/YY - Example, 06/20/90) 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 no unassisted units, enter total assisted units.

Note: The Percent of Total Units Assisted (C1078) in the 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.

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11-12 ANNUAL CONTRIBUTIONS CONTRACT (ACC)
HFDA INSURED NEW/REHAB NON-NSA and HFDA 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.

11-13 REPORTING ADDRESSES
HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA. Refer to appendix 8, Reporting Addresses.

HFDA and Managing Agent addresses are required to be entered after ACC or HAP contract.

11-14 HAP AGREEMENT APPROVED (Start of Construction)
HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
FORM HUD-52491.5 (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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HAP CONTRACT EXECUTED

HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA FORM HUD-52491.5 (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 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 INSURED NEW/REHAB NON-NSA and HFDA 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
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 11-2 on the following page for an illustration of the form.

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- 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 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.

11-17 MANAGEMENT REVIEWS
 HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA
 FORM HUD-52491.7 (FRAME MGT) Non-Insured and Non-202/8 Projects
 Only. Management Reviews are not reported to the Section 8 MIS
 for Section 8 insured projects; reported to the Multifamily
 Insured and Direct Loan Information System (MIDLIS).

11-18 TERMINATION/INACTIVATING AFTER RESERVATION
 HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA. Refer to
 appendix 6, Termination/Inactivating After Reservations.

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11-19 REINSTATEMENT OF TERMINATED PROPOSALS/APPLICATIONS
 HFDA INSURED NEW/REHAB NON-NSA and HFDA INSURED NSA. Refer to
 appendix 7, Reinstatement of Terminated Proposals/Applications.

11-20 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data
 Corrections to the Section 8 MIS.

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