CHAPTER 2
REPORTING SECTION 8
NON-HOUSING FINANCE AND DEVELOPMENT AGENCIES (NON-HFDA)
NEW CONSTRUCTION, SUBSTANTIAL REHABILITATION, AND
SUBSTANTIAL REHABILITATION/PROPERTY DISPOSITION
Invitation for Proposal/
Notice of Fund Availability (IFP/NOFA)
Form HUD-52491.0

2-1 CHAPTER OVERVIEW. This chapter describes reporting instructions
to the Section 8 MIS for the publication of a Invitation for Proposal (IFP) and Notice of Fund Availability (NOFA), concerning
Non-HFDA New Construction and Substantial Rehabilitation
advertisements to which Public Housing Authorities (PHAs) or
owners respond with preliminary proposals. This Chapter also
includes the IFP/NOFA for the Section 8 Substantial Rehabilitation
Property Disposition program.

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.

2-2 FORM HUD-52491.0. This form represents only one development stage and
is updated one time for reporting the publication of an IFP/NOFA.

The responsible Section 8 Program organizational staff member, after
completion of 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 2-1 on the following page for an
illustration of the form.
2-3 PROGRAM TYPES AND IFP/NOFA NUMBER CONFIGURATION
FORM HUD-52491.0 (FRAME 1F1)

A. PROGRAM TYPES

New Construction

Substantial Rehabilitation

B. IFP/NOFA NUMBER CONFIGURATION

1. Positions 1 and 2: Federal Standard alpha state code applicable to the state covered by the IFP/NOFA (refer above to paragraph 2-1).

2. Positions 3 and 4: HUD Standard numeric code identifying the Field Office advertising the IFP/NOFA (refer above to paragraph 2-1).

3. Positions 5 through 8: A four-digit serialized number starting with "0001", issued consecutively by the Field Office to identify each published IFP/NOFA. Once this number is assigned for an IFP/NOFA, it cannot be reused.

Example: MA060001

2-4 REPORTING PUBLICATIONS OF IFP/NOFAs
FORM HUD-52491.0 (FRAME 1F1)

The Federal Standard numeric State code (C57) is computer-generated in the Section 8 MIS from Positions 1 and 2 of the IFP/NOFA Number.

A. 1F1, Block 1: Date Published. Enter the date (MM/DD/YY
B. 1F1, Block 2: Total Assisted Units. Enter the total number of units (elderly and family) advertised in the IFP/NOFA.

C. 1F1, Block 3: Total Assisted Units. Enter the total number of elderly (non-handicapped and elderly handicapped) and non-elderly handicapped units advertised in the IFP/NOFA. If none, do not complete.

D. 1F1, Block 4: Program Type. Select the appropriate item that represents the method of development (construction) advertised in the IFP/NOFA:

Circle One:

"N" = New construction

"R" = Substantial Rehabilitation

"NR" = New Construction and Substantial Rehabilitation in the same IFP/NOFA.

2-3 09/91

CHAPTER 2

E. 1F1, Block 5: IFP/NOFA County(s). Enter the three-digit Federal Standard county code(s) covered by the IFP/NOFA selected as described above in paragraph 2-1.

1. If there are more than five counties involved, select the five counties that best represent the IFP/NOFA.

2. The first county entered should represent the county with the largest number of assisted and/or unassisted units.

F. 1F1, Block 6: IFP/NOFA SMSA(s) (Standard Metropolitan Statistical Area). Enter the four-digit Federal Standard Code of the SMSA(s) covered by the IFP/NOFA, selected as described above in paragraph 2-1.

Note: Enter "9999", if 50 percent or more of the units for the IFP/NOFA are not in an SMSA.

G. 1F1, Block 7: IFP/NOFA Central City. Select the item indicating whether or not the IFP/NOFA is covering the central city of an SMSA determined as described above in paragraph 2-1:
Circle One:
Y = Yes
N = No

H. 1F1, Block 8: IFP/NOFA Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s) that the IFP/NOFA is covering, selected as described above in paragraph 2-1.

1. If there are more than five Congressional Districts, select the five that best represent the location of the project.

2. The first Congressional District entered should represent the District with the largest number of assisted and/or unassisted units.

I. 1F1, Block 9: IFP/NOFA Deadline Date. Enter the date (MM/DD/YY - Example, 04/27/90) established in the published IFP/NOFA that Preliminary Proposals are due to be received by the Field Office.

2-5 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data Corrections to the Section 8 MIS.