

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.



- Example, 04/27/90) the IFP/NOFA was published or advertised by the HUD Field Office.

- 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.

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- 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.

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