

## CHAPTER 3

CHAPTER 3  
REPORTING SECTION 8  
NON-HOUSING FINANCE AND DEVELOPMENT AGENCIES (NON-HFDA)  
NEW CONSTRUCTION, SUBSTANTIAL REHABILITATION, AND  
SUBSTANTIAL REHABILITATION/PROPERTY DISPOSITION  
(Pursuant to an IFP/NOFA)  
Form HUD-52491.1

- 3-1 CHAPTER OVERVIEW. This Chapter describes reporting instructions for entering into the Section 8 MIS project activity of Section 8 Non-Housing Finance Development Agency (Non-HFDA) New Construction and Substantial Rehabilitation programs pursuant to an Invitation For Proposal/Notice of Fund Availability (IFP/NOFA) including the Section 8 Substantial Rehabilitation Property Disposition program.
- A. References in this Chapter to the Housing Funding Control systems pertain to systems which are officially designated by the Department for input by the Regional Accounting Directors (RADs) of Reservation and Contract data which are automatically interfaced daily to the Section 8 MIS. The Assisted Housing Accounting System (AHAS) and the Program Accounting System (PAS) are system examples.
- B. 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.
- 3-2 FORM HUD-52491.1. 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 3-1 on the following page for an illustration of the form.



each position 5 through 8 entry, starting with "001" issued consecutively to identify each Preliminary Proposal Received pursuant to each IFP/NOFA published.

Example: MA060001001

Note: Some proposals may cover multiple HUD localities. In such an instance, it will be necessary to split the proposal by locality and assign a separate proposal number for each locality.

Example1: The proposal received for MA06-0001-001 covers three localities. If proposal numbers are not assigned to other received proposals, the proposal numbers representing the three localities are as follows:

MA06-0001-001  
MA06-0001-002  
MA06-0001-003

Example2: If ten assigned proposals were received and the already assigned proposal of MA06-0001-001 covered three separate localities, the proposal numbers assigned representing the two additional localities would be as follows:

MA06-0001-011  
MA06-0001-012

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3-4 PRELIMINARY PROPOSAL RECEIVED  
Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F2)

- A. 1F2: Preliminary Proposal Number. Enter the eleven character assigned alphanumeric number.
- B. 1F2, ADD: Enter any alphabetic or numeric character for a New Proposal Received.
- C. 1F2, Block 1: Date Received. Enter date (MM/DD/YY - 03/03/90) the Preliminary Proposal is received by the Field Office.
- D. 1F2, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) requested in the Proposal.
- E. 1F2, Block 3: Total Elderly Units. Enter the total number of elderly non-handicapped, elderly handicapped, and non-elderly handicapped units requested in the Proposal. If none, leave

blank.

3-5 PRELIMINARY PROPOSAL TERMINATED BEFORE RESERVATION  
Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F2)

- A. 1F2: Preliminary Proposal Number. Enter the eleven character assigned alphanumeric.
- B. 1F2, TERMINATE: Enter any alphabetic or numeric character for terminating a proposal prior to reservation.
- C. 1F2, Block 1: Date Terminated. Enter date of termination (MM/DD/YY - Example, 03/03/90).
- D. 1F2, Block 2: Reason for Termination. Enter a brief narrative (up to 25 characters) explaining why the Proposal was terminated (e.g., proposal unacceptable, insufficient funds, PHA withdrew, etc.).

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3-6 PRELIMINARY PROPOSAL APPROVED  
Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F3)

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

- A. 1F3: Preliminary Proposal Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 1F3, Block 1: Program Type. Select the item representing the proposal's method of development.

Circle One:

"N" = New Construction  
"R" = Substantial Rehabilitation

- C. 1F3, Block 2: Area/Memo Entry. Select the correct letter codes representing the funding allocation area for the type of Section 8 subprogram.

If the source of the funds is not the same as the type of Section 8 program, the code for the type of Section 8 program is selected. For example, if the type of program is "PHA-Owner," but the source of funds is "Other", select the code for "PHA-Owner."

Circle One:

"MP" = Metropolitan PHA-Owner  
"NP" = Non-Metropolitan PHA-Owner

"MD" = Metropolitan sub Rehab/Property Disposition  
"ND" = Non-Metropolitan Sub/Rehab Property  
Disposition

"MO" = Metropolitan Other  
"NO" = Non-Metropolitan Other

Project Elements in the Section 8 MIS

- . First position (Area) = Project Area (C1037)
- . Second position (Memo Entry) = Section 8  
Subprogram Code (C1071).

D. 1F3, Block 3: Proposal County(s). Enter the three-digit Federal Standard county code(s) selected as described above in paragraph 3-1.B.

1. If there are more than five counties involved, select the five counties that best represent the location of the proposal.

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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.

E. 1F3, Block 4: Proposal Locality. Required for substantial Rehabilitation Property Disposition. For all other programs, enter where applicable (refer to Handbook 7420.3 REV-2 CHG 4). Enter the four-digit place/locality code selected as described above in paragraph 3-1.B.

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

F. 1F3, Block 5: Proposal Locality Name. Up to 25 characters, enter the "Place/County Name" corresponding to the first Locality Code entered in 1F3, Block 4.

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

G. 1F3, Block 6: Proposal SMSA (Standard Metropolitan Statistical Area). Enter the four-digit Federal Standard Code for the SMSA in which the proposal is located, selected as described above in paragraph 3-1.B.

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

H. 1F3, Block 7: Proposal Central City. select the item indicating whether or not the project is located within the central city of the SMSA determined as described above in paragraph 3-1.B.

Circle One:

Y = Yes

N = No

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I. 1F3, Block 8: Proposal Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s), selected as described above in paragraph 3-1.B, representing where the proposal is located.

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.

J. 1F3, Block 9: 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"

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- K. 1F3, Block 10: Project Type. Select the code which represents the owner/administrator relationship as defined in 24 CFR 880.101 (new construction), or 24 CFR 881.101 (substantial rehabilitation).

Circle One:

- 1. PHA Administrator (ACC)  
"A" = Private-Owner/PHA
- 2. HUD Administrator (HAP Contract)  
"B" = Private-Owner/HUD  
"C" = PHA-Owner/HUD, or  
State Agency/HUD (Non-HFDA).

- L. 1F3, Block 11: HUD Contractual Relationship. Select the code representing the entity with which HUD will sign an obligatory ACC or HAP Contract.

Circle One:

1. PHA Administrator: Required if Project Type (Block 10) equals "A". Includes Local Housing Authorities or State Agencies for which contract authority will not be reserved against a HFDA set-aside.

"B" = Local Housing Agency or State Housing Agency; an ACC is to be executed between HUD and the PHA.

2. HUD Administrator (ACC not applicable):

"D" = Private Owner; a HAP Contract is executed between HUD and a property owner.

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

- M. 1F3, Block 12: PHA Name. Required if Project Type, Block 10 is "A". Enter the abbreviated name (up to 25 characters), not the corporate name, of the Public Housing Authority (PHA) which will administer the proposed project. Examples: Boston HA; District of Columbia RLA; Mass HFA; etc.

- N. 1F4, Block 13: PHA Number. Required if Project Type, Block 10 is "A". Enter the two character alpha Federal Standard State Code and the three-digit serialized number starting with "001", issued consecutively by the Field Office to identify the PHA administering the project (Example, "MA001").

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- O. 1F4, Block 14: Source of Financing. Select the item representing the type of financing to be used by the proposed project owner (includes the Sub/Rehab Property Disposition program).

Circle One:

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

"E" = Tax Exempt Bonds (Insured or Non-insured)

"F" = Title I, Home Improvement Loan

"H" = Other

- P. 1F4, Block 15: 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

- Q. 1F4, Block 16: 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

- R. 1F4, Block 17: Housing Assistance Plan. Select the item indicating whether or not the area where the proposal project is located have an approved Housing Assistance Plan.

circle One:

Y = Yes

N = No

- S. 1F4, Block 18: Developer's Name. Up to 25 characters, enter the corporate name of the firm developing the project or the name of the firm's principal officer.

- T. 1F4, Block 19: Owner's Name. Up to 25 characters, enter the corporate name of the firm which owns the proposal project or the name of the firm's principal officer.

- U. 1F4, Block 20: Conversion. Not applicable. Data item was deleted from the Section 8 MIS in 1988.

V. 1F4, Block 21: FHA Project Number.

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.

W. 1F4, Block 22: 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

X. 1F4, Block 23: Number of Relocation Units. Not applicable. Data item was deleted from the Section 8 MIS in 1988.

3-7 TERMINATION BEFORE RESERVATION

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA

FORM HUD-52491.1. Refer to paragraph 3-5 above or refer to appendix 5, Termination Before Reservation.

3-8 PROPOSAL APPROVED/RESERVATION

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA

FORM HUD-52491.1. The Proposal Approved development stage is automatically interfaced to the Section 8 MIS from the Reservation/Funding data input by the Regional Accounting Division (RAD) to the appropriate Housing Funding Control systems. Refer to appendix 2, Reporting Section 8 Fund Reservations/Amendments.

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3-9 FINAL PROPOSAL RECEIVED

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F5)

- A. 1F5: Proposal Project Number. Enter the eleven character assigned alphanumeric identification number.
- B. 1F5, Block 1: Final Proposal Received Date. Enter date (MM/DD/YY - Example, 03/03/90) the Final proposal is received in the Field Office.
- C. 1F5, Block 2: Manager's Name. Up to 25 characters, enter the corporate name of the manager or its principal officer.
- D. 1F5, Block 3: FHA Project Number. If not already entered at the Preliminary Proposal Approval stage, and if applicable, enter here.

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.

3-10 FINAL PROPOSAL APPROVED

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA

FORM HUD-52491.1 (FRAME 1F5)

- A. 1F5: Project Number. Enter the eleven character assigned alphanumeric identification number.
- B. 1F5: Final Proposal Approved Date. Enter date (MM/DD/YY) the Final Proposal is approved by the Field Office.

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3-11 HAP LIST APPROVED

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F5)

- A. 1F5: Project Number: Enter the eleven character assigned alphanumeric identification number.
- B. 1F5, Block 1: HAP List Approved Date. Enter date (MM/DD/YY) 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. 1F5, 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 Assisted (C1078) in the Section 8 MIS is computed by dividing current Reserved Total Assisted Units (C1020) by the Total Project Units being reported.

- D. LST: Data from Form HUD-5041-C, refer to appendix 3, Reporting Section 8 ACC/HAP Contract list.

3-12 ANNUAL CONTRIBUTIONS CONTRACT (ACC)

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA. Applicable only to Private-Owner/PHA-administered projects (1F3, Block 10 = "A").

The date (signature date, not effective date) of the obligatory Annual Contributions Contract (ACC) executed between the PHA and HUD is reported by the RAD to the appropriate Housing Funding Control system, from which it is automatically interfaced to the Section 8 MIS. Refer to appendix 4, Reporting Section 8 Obligatory Contracts.

3-13 HAP AGREEMENT APPROVED

Non-HFDA NEW/REHAB Pursuant to and IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F5)

- A. 1F5: Project Number. Enter the eleven character assigned alphanumeric identification number.
- B. 1F5: HAP Agreement Approved Date (Start of Construction). Enter the date (MM/DD/YY - Example, 03/03/90) 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 PHA)).

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3-14 HAP CONTRACT EXECUTED

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52491.1 (FRAME 1F5)

- A. 1F5: Project Number. Enter the eleven character assigned alphanumeric identification number.
- B. 1F5: HAP Contract Executed. Complete only if the Project Type is Private-Owner/PHA (1F3, Block 10 = "A"). Enter the date (Example, 03/03/90) the HAP Contract was executed between the PHA (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 contract administered projects (Project Type is Private-Owner/HUD or PHA-Owner/HUD; 1F3, Block 10 = "B" or "C"), the obligatory HAP contract executed between HUD and the private or PHA 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 from the appropriate Housing Funding Control Systems.

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 by the RAD through the appropriate Housing Funding system.

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

3-15 REPORTING ADDRESSES

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA. Refer to appendix 8, Reporting Addresses to the Section 8 MIS.

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3-16 PROGRAM UTILIZATION (OCCUPANCY)

Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
FORM HUD-52684 (FRAME MGT). Occupancy Data reported on Form HUD-52684  
is supplied by PHAs, property owners, or managing agents of the  
Non-HFDA New Construction and Substantial Rehabilitation (including  
Substantial Rehabilitation Property Disposition) Section 8 programs.

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 3-2 on the following page for an illustration of the form.

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GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED

Figure 3-2

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C. SPECIFIC OCCUPANCY REPORTING INSTRUCTIONS  
 Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
 FORM HUD-52684 (MGT FRAME)

- 52684(MGT): Project Number. Enter the eleven character assigned project number.
- 52684(MGT)B(2): Initial Lease Date. Enter the effective date (MM/DD/YY - Example, 01/03/90) of the first lease executed between an assisted tenant and an owner. Enter this date only if this is the initial report for the project or if the initial lease was executed during the reporting period, otherwise, leave blank.
- 52684(MGT)B(3): Occupancy Report Date. Enter date (MM/DD/YY - Example, 03/31/90) which is the as of end-of-month date that the project units under lease are reported.
- 52684(MGT)Line E: Total Number of Units Under Lease. Total project units leased (assisted and unassisted) as of occupancy Report date.
- 52684(MGT)Line G: Total Number of Units Under Lease to Assisted Tenants. Total project units leased (assisted only) as of the Occupancy Report Date.
- 52684(MGT)Line H: Total Number of Assisted Units. Total project units under lease to elderly, disabled, or handicapped tenants.

D. SECTION 8 MIS RETRIEVAL. For ease of retrieval of the latest



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Figure 3-3

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C. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS  
Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA  
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, 03/03/89) 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, 03/03/90) of the  
appropriate subsequent review of the project. The  
review is normally accomplished once a year or  
every two years.

3-18 TERMINATION/INACTIVATING AFTER RESERVATION  
Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA. Refer to appendix 6,  
Termination/Inactivating After Reservations.

3-19 REINSTATEMENT OF TERMINATED PROPOSAL PROJECT  
Non-HFDA NEW/REHAB Pursuant to an IFP/NOFA. Refer to appendix 7,  
Reinstatement of Terminated Proposals/Applications.

3-20 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data  
Corrections to the Section 8 MIS.

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