

CHAPTER 4

CHAPTER 4
REPORTING SECTION 8
NON-HOUSING FINANCE AND DEVELOPMENT AGENCIES (NON-HFDA)
NEW CONSTRUCTION, SUBSTANTIAL REHABILITATION, AND
MODERATE REHABILITATION/PROPERTY DISPOSITION
(Not Pursuant to an IFP/NOFA)
(Excludes Section 202/8)
Form HUD-52491.2

- 4-1 CHAPTER OVERVIEW. This Chapter describes reporting procedures for Non-Housing Finance and Development Agency (Non-HFDA) Section 8 programs of New Construction and Substantial Rehabilitation not pursuant to an Invitation for Proposal/Notice of Fund Availability (IFP/NOFA), and Moderate Rehabilitation Property Disposition program.
- A. FOR REPORTING INSTRUCTIONS ON NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION SECTION 202/8 and the RENTAL ASSISTANCE PROGRAMS, REFER TO CHAPTER 9, PARAGRAPHS 9-2 THROUGH 9-17 OF THIS HANDBOOK.
- B. References in this Chapter to the Section 8 Moderate Rehabilitation Property Disposition program are to assistance provided in cases where the project requires moderate rehabilitation in accordance with Part 886, Subpart C of HUD's regulations, "Section 8 Housing Assistance Program for Disposition of HUD-Owned Projects". Provisions pertaining to the Section 8 Moderate Rehabilitation Property Disposition program are inapplicable to Property Disposition assistance provided for projects that do not require rehabilitation or require substantial rehabilitation.
- C. 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.
- D. 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,

4050.5 REV-1

CHAPTER 4

4-2 FORM HUD-52491.2. 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 4-1 on the following page for an illustration of the form.

09/91

4-2

4050.5 REV-1

CHAPTER 4

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Figure 4-2

4050.5 REV-1

CHAPTER 4

4-3 SUBPROGRAM TYPES AND PROJECT CONFIGURATIONS
FORM HUD-52491.2 (FRAMES 2F1/2F2)

A. SUBPROGRAM TYPES

1. MODERATE REHABILITATION

Property Disposition (Mod Rehab/PD)

2. NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION (NEW/REHAB)
 - a. Neighborhood Strategy Areas (NSA) Non-HFDA
 - b. Farmers Home (Section 8/515)
 - c. Section 23 Conversions to Section 8
 - d. PHA-Owner Set-asides
 - e. Non-HFDA (Non-NSA) Others:
 - . Pre-approved Sites,
 - . New Communities, and
 - . Other Others (Non-HFDA Non-NSA New/Rehab projects which do not fall into any of the above-mentioned Subprogram categories).

09/91

4-4

4050.5 REV-1

CHAPTER 4

B. PROJECT CONFIGURATIONS

1. MODERATE REHABILITATION/PROPERTY DISPOSITION
 - a. Positions 1 and 2: Federal Standard alpha state code for the state in which the project(s) is located. Refer above to paragraph 4-1.D.
 - b. Positions 3 and 4: HUD Standard numeric code for the Field Office having jurisdiction over the project(s). Refer above to paragraph 4-1.D.
 - c. Position 5 through 8: "E000"
 - d. Positions 9 through 11: A three-digit serialized number starting with "001" issued by the Field Office to identify each receipt of the Property Disposition Committee Sales Authorization letter from Headquarters.

Example: MA06E000001
2. General Information on Proposal/Application Project Numbering for New Construction and Substantial Rehabilitation with Multiple Localities
 - a. Upon approval of the Final Proposal (where applicable), the proposal number becomes a project number.
 - b. Some proposals/applications may cover multiple

localities. In this instance, it is necessary to split the proposal/application by locality and assign a separate proposal/application number for each HUD locality code. This procedure is carried out by sequential numbering of positions 9 through 11 for each proposal/application invitation or NSA Request number assigned to positions 5 through 8.

Example1: If the proposal received for MA06-8023-001 covers two additional localities before any additional proposals are received and assigned numbers, the assigned proposal numbers representing the three localities are as follows:

MA06-8023-001
MA06-8023-002
MA06-8023-003

Example2: If the proposal received for proposal number MA06-8023-001 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:

MA06-8023-008
MA06-8023-009

CHAPTER 4

3. NEW/REHAB NEIGHBORHOOD STRATEGY AREAS (NSA) Non-HFDA
 - a. Positions 1 and 2: Federal Standard alpha State Code for the state in which the project is located. Refer above to paragraph 4-1.D.
 - b. Positions 3 and 4: HUD Standard numeric code for the HUD Field Office having jurisdiction over the project. Refer above to paragraph 4-1.D.
 - c. Position 5: "A"
 - d. Positions 6 through 8: A three-digit serialized number starting with "001" issued consecutively by the Field Office to identify each NSA request.
 - e. Position 9 through 11: A three-digit serialized number starting with "001" issued by the Field Office for each NSA Non-HFDA Proposal or NSA Feasibility Proposal.

Example: MA06A101001

4. NEW/REHAB FARMERS HOME (SECTION 8/515)
- a. Positions 1 and 2: Federal Standard alpha State code for the state in which the project(s) is located. Refer above to paragraph 4-1.D.
 - b. Positions 3 and 4: HUD Standard numeric code for the HUD Field Office having jurisdiction over the project(s). Refer above to paragraph 4-1.D.
 - c. Position 5 through 8: "R000"
 - d. Positions 9 through 11: A three-digit serialized number starting with "001" issued by the Field Office to identify each application received.

Example: MA06R000001

5. NEW/REHAB NON-HFDA (NON-NSA): SECTION 23 CONVERSIONS
PHA-OWNER SET-ASIDES, AND
OTHERS: PRE-APPROVED SITES, NEW COMMUNITIES, AND OTHER
OTHERS
- a. Positions 1 and 2: Federal Standard alpha State Code for the state in which the project is located. Refer above to paragraph 4-1.D.
 - b. Positions 3 and 4: HUD Standard numeric code for the HUD Field Office having jurisdiction over the project. Refer above to paragraph 4-1.D.
 - c. Position 5 through 8: "8023"
 - d. Positions 9 through 11: A three-digit serialized number starting with "001" issued by the Field Office to identify each proposal received.

Example: MA068023001

09/91

4-6

4050.5 REV-1

CHAPTER 4

4-4 PROPOSAL/APPLICATION RECEIVED
NON-HFDA NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION and
MODERATE REHABILITATION/PROPERTY DISPOSITION
FORM HUD-52491.2 (FRAMES 2F1/2F2)

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. 2F1, Block 1: Date Received (MM/DD/YY) - (Example, 04/11/90).

1. For Mod Rehab/Property Disposition: Enter the date of Field Office receipt of the Property Disposition Committee Sales Authorization letter from Headquarters.
 2. For Farmers Home (Section 8/515): Enter the date the application is received by the Field Office.
 3. For NSA Non-HFDA:
 - a. Non-Insured: Enter the date of Proposal received.
 - b. Insured: Enter the date the NSA Feasibility Proposal is received.
 4. All others: Enter the Proposal receipt date.
- B. 2F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated in the application or proposal.
- C. 2F1, Block 3: Total Elderly Units. Enter the total number of elderly (non-handicapped and elderly handicapped) and non-elderly handicapped units in the proposal/application. If none, leave blank.
- D. 2F1, Block 4: Program Type. Select the code representing the proposal/application's method of development.

Check One:

"N" = New Construction

"R" = Substantial Rehabilitation

"M" = Moderate Rehabilitation

- E. 2F1, Block 5A: Project Area. Select the correct letter code representing the funding allocation area.

Check One:

"M" = Metropolitan Area

"N" = Non-Metropolitan Area

- F. 2F1, Block 5B: Section 8 Subprogram Code. If single code, enter in first position, leave second position blank.

Enter the designated letter code as follows:

"D" = Mod Rehab/Property Disposition
"Y" = Neighborhood Strategy Areas (NSA)(Non-HFDA)
"E" = Section 8/515 (FmHA)
"C" = Section 23 Conversions
"P" = PHA-Owner Set-aside Projects
"O" = Non-HFDA Non-NSA Others;
 . Pre-approved Sites,
 . New Communities, and
 . Other Others (Non-HFDA Non-NSA New/Rehab proposals/applications that are not in the above-mentioned Subprogram categories).

G. 2F1, Block 6: Project County(s). Enter the three-digit Federal Standard county code(s) selected as described above in paragraph 4-1.D.

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 Cods (C1080) in the Section 8 MIS.

H. 2F1, Block 7: Project Locality(s). Required for Moderate 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(s) selected as described above in paragraph 4-1.D.

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 4-3 B.).
3. The locality code entered represents the Prime Locality code (C1041) in the Section 8 MIS.

I. 2F1, Block 8: Project Locality Name. Up to 25 characters, enter the "Place/County Name" corresponding to the Project Locality Code entered in 2F1, Block 7.

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

CHAPTER 4

- J. 2F1, Block 9: Project SMSA (Standard Metropolitan Statistical Area). Enter the four-digit Federal Standard Code for the SMSA in which the project is located, selected as described above in paragraph 4-1.D.

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

- K. 2F1, Block 10: Project Central City. Select the item indicating whether or not the project is located within the central city of the SMSA determined as described above to paragraph 4-1.D.

Check One:

Yes

No

- L. 2F1, Block 11: Project Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s) selected as described above in paragraph 4-1.D, 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.

- M. 2F1, Block 12: Prime Census Tract/Enumeration Districts. Enter the Census Tract or Enumeration District code 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 or 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.

4-9

09/91

4050.5 REV-1

CHAPTER 4

- 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 = "0000" . "XE"

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

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

- N. 2F1, Block 13: Project Type. Not applicable to Mod Rehab/PD. Select the code which represents the owner/administrator relationship as defined in 24 CFR 880.101 (new construction); 24 CFR 881.102 (substantial rehabilitation); 24 CFR 883.702 (8/515).

Check 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).

- O. 2F1, Block 14: HUD Contractual Relationship. Select the code representing the entity with which HUD will sign an obligatory ACC or HAP Contract.

Check One:

1. PHA Administrator: Not applicable to Mod

Rehab/PD. Enter if Project Type (Block 13) equals "A".

"A" = State Housing Agency; an ACC executed between HUD and the State Housing Agency.

"B" = PHA; ACC executed between HUD and PHA.

09/91

4-10

4050.5 REV-1

CHAPTER 4

2. HUD Administrator: ACC not applicable.

"D" = Private Owner; a HAP Contract is to be 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,

P. 2F2, Block 15: PHA Name. Not applicable to Mod Rehab/PD. Enter the abbreviated name (up to 25 characters), not the corporate name, of the Public Housing Authority (PHA) or State Housing Agency which will administer the proposed project. Examples: Boston HA; District of Columbia RLA; Mass HFA; etc.

Note: Required if Project Type (Block 13 is "A" and/or HUD Contractual Relationship (Block 14) is "A" or "B".

Q. 2F2, Block 16: PHA Number. Not applicable to Mod Rehab/PD. Enter the two character alpha Federal Standard State Code and the three-digit identification number of the PHA administering the project. The PHA Number is to equal positions 1 and 2 and positions 6 through 8 of the Project Number) (Example, MA001).

Note: Required if Project Type (Block 13 is "A" and/or HUD Contractual Relationship (Block 14) is "A" or "B".

R. 2F2, Block 17A: Source of Financing. Not applicable to the Mod Rehab/PD program. Select the item representing the type of Financing to be used by the project owner to construct or substantially rehabilitate the proposed project..

Check One:

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

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

"D" = Section 202/8 Handicapped or Regular

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

"F" = Title I, Home Improvement Loan

"H" = Other

4-11

09/91

4050.5 REV-1

CHAPTER 4

S. 2F2, Block 17B: Insured Indicator. Select the item indicating whether or not a project carries HUD Mortgage Insurance.

Check One:

Yes

No

T. 2F2, Block 18: Indian Housing. Select the item indicating whether or not the Section 8 housing is being developed by an Indian Housing Authority.

Check One:

Yes

No

U. 2F2, Block 19: 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.

Check One:

Yes

No

V. 2F2, Block 20: Housing Assistance Plan. Select the item indicating whether or not the area where the project is located have an approved Housing Assistance Plan.

Check One:

Yes

No

- W. 2F2, Block 21: 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.
- X. 2F2, Block 22: Owner's Name. Up to 25 characters, enter the corporate name of the firm which owns the project or the name of the firm's principal officer.
- Y. 2F2, Block 23; Manager's Name. Up to 25 characters, enter the name of the firm which manages the project or the name of the firm's principal officer.
1. If the managing agent is the same as the owner, (Block 22), enter the same name in Block 23.
 2. If managing agent does not exist or is unknown, leave blank.

09/91

4-12

4050.5 REV-1

CHAPTER 4

- Z. 2F2, Block 24: FHA Project Number.
1. Enter if insured (Block 17B = "Y");
 2. An invalid FHA Number is defined as follows:
 - All Xs
 - All nines
 - All zeros
 - "None", or
 - Not eight positions.
 3. 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.

AA. 2F2, Block 25: 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.

Check One:

Yes

No

4-5 TERMINATION BEFORE RESERVATION

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.2. Refer to appendix 5, Termination Before Reservation.

4-6 PRELIMINARY PROPOSAL/PROPOSAL/APPLICATION APPROVED/RESERVATION

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.2. The Preliminary Proposal/Proposal/Application 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.

4-13

09/91

4050.5 REV-1

CHAPTER 4

4-7 FINAL PROPOSAL RECEIVED

NSA FIRM COMMITMENT PROPOSAL RECEIVED
NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.2 (FRAME 2F3)

The Final Proposal Received stage is not applicable to Farmers Home (Section 8/515) or Moderate Rehabilitation/Property Disposition.

For all other projects with a Proposal Received, report the Final Proposal Received as follows;

- A. 2F3: Project Number. Enter the eleven character alphanumeric number assigned when the proposal was received.
- B. 2F3: Final Proposal Received Date. Enter the date (MM/DD/YY - Example, 01/11/90) the Final Proposal is received by the Field Office.

For NSA Non-HFDA. This date represents the NSA Firm Commitment Proposal Received date for Insured NSA's only.

- C. 2F3: Manager's Name. Up to 25 characters.
1. Enter the name of the firm which manages the project or the name of the project's principal officer.
 2. Complete only if Block 23 was left blank and Manager's name is now known.
- D. 2F3: FHA Project Number. Enter, If not already entered at Proposal Received stage or for NSA, if not entered at the NSA Feasibility Proposal Received stage.

Complete only if:

1. Insured (Block 17B = "Y"), or
2. FHA Project Number was left blank when reporting Block 24 on the 2F2 Frame.
3. An invalid FHA Number is defined as follows:
 - All Xs
 - All nines
 - All zeros
 - "None", or
 - Not eight positions.
4. 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

09/91

4-14

4050.5 REV-1

CHAPTER 4

- (1) Positions 4-6: Section of the Housing Act
- (2) Positions 7-8: Consecutive serial number within the Field Office.

4-8 FINAL PROPOSAL APPROVED
 NSA FIRM COMMITMENT PROPOSAL APPROVED
 NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
 FORM HUD-52491.2 (FRAME 2F3)

The Final Proposal Approved stage is not applicable to Farmers Home

(Section 8/515) or Moderate Rehabilitation/Property Disposition.

For all other projects with a Proposal Received, report the Final Proposal Approved as follows:

- A. 2F3: Project Number. Enter the eleven alphanumeric number assigned when Proposal Received was reported.
- B. 2F3: Final Proposal Approved Date. Enter the date (MM/DD/YY - Example, 01/11/90) the Final Proposal is received.

For NSA Non-HFDA. This date represents the NSA Firm Commitment Proposal Approved date for Insured NSA's only.

4-9 HAP LIST APPROVED

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.2 (FRAME 2F3)

- A. 2F3: Project Number. Enter the eleven character alphanumeric number assigned to proposal/application.
- B. 2F3: 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. 2F3: 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 the Total Project Units being reported.

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

4-10 ANNUAL CONTRIBUTIONS CONTRACT (ACC)

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION

- A. Not applicable to Mod Rehab/PD. Applicable only to Private-Owner/PHA-administered projects (2F1, Block 13 = "A").

CHAPTER 4

- B. 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.

4-11 HAP AGREEMENT APPROVED
NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.2 (FRAME 2F3)

- A. 2F3: Project Number. Enter the eleven character alphanumeric number assigned when the proposal/application received was reported.
- B. 2F3: HAP Agreement Approved Date (Start of Construction). 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 PHA)).

4-12 HAP CONTRACT EXECUTED
NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.2 (FRAME 2F3)

- A. 2F3: Project Number. Enter the eleven character alphanumeric number assigned by the Field Office.
- B. 2F3: HAP Contract Executed. Complete only if the Project Type is Private-Owner/PHA (2F1, Block 13 = "A"). Enter the date (Example, 01/11/90) 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-administered projects (Project Type is Private-Owner/HUD or PHA-Owner/HUD; 2F1, Block 13 = "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.

4-13 REPORTING ADDRESSES

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION. Refer to appendix 8, Reporting Addresses to the Section 8 MIS.

4-14 PROGRAM UTILIZATION (OCCUPANCY)

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION FORM HUD-52684 (FRAME MGT). Occupancy Data reported on Form HUD-52684 is supplied to Field Offices by PHAs, property owners, or managing agents of the New Construction, Substantial Rehabilitation, and the Moderate 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 4-2 on the following page for an illustration of the form.

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 database 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.

4050.5 REV-1

CHAPTER 4

4-15 MANAGEMENT REVIEWS

NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.7 (FRAME MGT); Non-Insured and Non-202/8 Projects Only

- A. REPORTING MANAGEMENT REVIEWS. Management Reviews are not reported to the Section 8 MIS for Section 8 insured Projects covered by this Chapter; they are to be reported to the Multifamily Insured and Direct Loan Information System (MIDLIS).

The responsible Section 8 Program organization of the Field Office is to report to the Section 8 MIS the original (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.

- B. 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 4-3 on the following page for an illustration of the form.

4050.5 REV-1

CHAPTER 4

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Figure 4-3

4-21

4050.5 REV-1

CHAPTER 4

C. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS
NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION
FORM HUD-52491.7 (MGT FRAME)

52491.7(MGT): Project Number. Enter the eleven character project number of the Section 8 project that was reviewed.

52491.7(MGT): Original Management Review Date. Enter date (MM/DD/YY - Example, 01/11/89) 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, 01/11/90) of the appropriate subsequent review of the project. The review is normally accomplished once a year or every two years.

4-16 TERMINATION/INACTIVATING AFTER RESERVATION
NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION. Refer to appendix 6, Termination/Inactivating After Reservations.

4-17 REINSTATEMENT OF TERMINATED PROPOSAL/PROJECT
NON-HFDA NEW/REHAB and MOD REHAB/PROPERTY DISPOSITION. Refer to appendix 7, Reinstatement of Terminated Proposals/Applications.

4-18 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data Corrections to the Section 8 MIS.