

## CHAPTER 6

CHAPTER 6  
REPORTING SECTION 8  
EXISTING HOUSING PROJECT-BASED PROGRAMS  
(Excludes Section 202/8)  
Form HUD-52491.3

## 6-1 CHAPTER OVERVIEW.

- A. FOR REPORTING INSTRUCTIONS ON EXISTING SECTION 202/8 PROGRAMS. REFER TO CHAPTER 9. PARAGRAPHS 9-18 THROUGH 9-30 OF THIS HANDBOOK.
- B. This Chapter describes procedures for reporting Existing Housing project-based programs. It specifically pertains to the Section 8 programs of the following:
- Existing Property Disposition,  
Existing Loan Management,  
Loan Management Extensions,  
Loan Management Preservations,  
Rent Supplement Conversions, and  
Rental Assistance Payments (RAP) Conversions.
- 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 Division (RAD) of Reservation and/or Contract data which is 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, Administrative Support Systems Branch, AISAA.

- 6-2 FORM HUD-52491.3. 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



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B. PROJECT CONFIGURATIONS

1. EXISTING PROPERTY DISPOSITION,  
LOAN MANAGEMENT, LOAN MANAGEMENT EXTENSIONS, LOAN  
MANAGEMENT PRESERVATIONS, RENT SUPPLEMENT CONVERSIONS, RAP  
CONVERSIONS

a. Positions 1 and 2: Federal Standard alpha State code applicable to the state in which the project(s) is located. Refer above to paragraph 6-1.D.

b. Positions 3 and 4: HUD Standard numeric code for the Field Office having jurisdiction over the project(s). Refer above to paragraph 6-1.D.

c. Position 5: "E", "L", or "M"

(1) "E" = Existing Property Disposition

(2) "M" = Loan Management,  
Loan Management Preservations,  
Loan Management Extensions (FY 90 only)  
Rent Supplement Conversions,  
RAP Conversions

(3) "L" = Loan Management Extensions (FY 91+)

d. Position 6 through 8: "000" or "100" (HUD is the PHA Administrator).

(1) "000" = Property Disposition  
Loan Management,  
Loan Management Preservations,  
Loan Management Extensions (FY 91+)  
Rent Supplement Conversions,  
RAP conversions

(2) "100" = Loan Management Extensions (FY 90 only)

e. Positions 9 through 11: A three-digit serialized number starting with "001" issued by the Field Office to identify each application received by the HUD Office.

Example: MA06E000001 - Existing Property Disposition

MA06M000001 - Loan Management  
Loan Management Preservations  
Rent Supplement  
RAP Conversions

MA06M100001 - Loan Management Extensions  
(FY 90 only) - Additional  
funding for an expired Loan  
Management project.

MA06L000001 - Loan Management Extensions  
(FY 91+) - Additional funding  
for an expired Loan  
Management project.

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6-4 APPLICATION RECEIVED  
EXISTING HOUSING PROJECT-BASED  
FORM HUD-52491.3 (FRAMES 3F1/3F2)

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. 3F1, Block 1: Date Received (MM/DD/YY) - (Example, 04/11/90).
1. For Section 8 Loan Management, Loan Management Extensions, Loan Management Preservations, Rent Supplement or RAP Conversions to Section 8: enter the date the Field Office starts processing.
  2. For Existing Property Disposition: enter the date of Field Office receipt of the Property Disposition Committee Sales Authorization letter from Headquarters.
  3. All others: enter the date of the Field Office receipt of the application (forms HUD-52515 or HUD-52515A).
- B. 3F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated in the Application.
- C. 3F1, Block 3: Total Elderly Units. Enter the total number of elderly non-handicapped, elderly handicapped, and non-elderly handicapped units in the application. if none, leave blank.
- D. 3F1, Block 4: Program Type. Select the code representing the application's method of development.
- Check Only:
- "E" = Existing Housing
- E. 3F1, Block 5A: Project Area. Select the correct letter code representing the funding allocation or project area.

Check One:

"M" = Metropolitan Area

"N" = Non-Metropolitan Area

F. 3F1, 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" = Existing Property Disposition

"L" = Loan Management

"N" = Loan Management Preservations (FY 90+)

"Z" = Loan Management Extensions (FY 90+)

"K" = Rent Supplement Conversions

"W" = Rental Assistance Payments (RAP) Conversions

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G. 3F1, Block 6: County(s). Enter the three-digit Federal Standard county code(s) selected as described above in paragraph 6-1.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 Code (C1080) in the Section 8 MIS.

H. 3F1, Block 7: Locality Code(s). Required for 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 6-1.D.

1. If there are more than five localities involved, select the five localities that best represent the locations of the project.
2. The first locality entered should represent the locality with the largest number of assisted and/or unassisted units.
3. The first locality represents the Prime Locality Code (C1041) in the Section 8 MIS.

I. 3F1, Block 8: Locality Name. Up to 25 characters, enter the "Place/County Name" corresponding to the first

Locality Code entered in 3F1, Block 7.

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

J. 3F1, Block 9: SMSA(s) (Standard Metropolitan Statistical Area(s)). Enter the four-digit Federal Standard SMSA Code(s) corresponding to each Locality Code entered in 3F1, Block 7. Select the SMSA code as described above in paragraph 6-1.D.

1. If there are more than five SMSAs involved, select the SMSAs that best represent the locations of the project in conjunction with the Locality Codes entered in 3F1, Block 7.
2. Enter "9999" if 50 percent or more of the units are not in an SMSA.

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K. 3F1, Block 10: Central City. Select the item indicating whether or not the funding area is located within the central city of an SMSA determined as described above in paragraph 6-1.D.

Check One:

Yes

No

L. 3F2, Block 11: Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s), selected as described above in paragraph 6-1.D, representing the funding or project area(s).

1. If there are more than five Congressional Districts, select the five that best represent the project locations.
2. The first Congressional District entered should represent the District with the largest number of assisted and/or unassisted units.

M. 3F2, Block 12: HUD Contractual Relationship. Select the entity with which HUD will sign an obligatory Housing Assistance Payments Contract (HAP contract);

Check Only:

"D" = Private Owner; a Housing Assistance Payments

(HAP) Contract is to be executed between HUD and a property owner. ACC not applicable.

N. 3F2, Block 13: PHA Name. Not applicable, leave blank.

O. 3F2, 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.

Check One:

Yes

No

P. 3F2, Block 15: 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

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Q. 3F2, Block 16: Insured Indicator. Report only for Property Disposition.

Select the item indicating whether or not a project carries HUD Mortgage Insurance.

Check One:

Yes

No

Note: For Loan Management type projects, Rent Supplement and Rap Conversions;

"Y" is computer-generated in the Section 8 MIS Insured data element (C1079) where the project is not Secretary/Held-Owned (3F2, Block 17 below = "No"("D")), or

"N" is computer-generated in the Section 8 MIS Insured data element (C1079) where the project is Secretary/Held-Owned (3F2, Block 17 below = "Yes"("A")).

R. 3F2, Block 17: Secretary/Held-Owned.

Check One:

Yes - The application is for a HUD-held or HUD-owned property. For processing in the Section 8 MIS, "A" is to be entered on the 3F2 data entry screen by the assigned data entry staff member(s).

No - The application is not for HUD-held or HUD-owned property. For processing in the Section 8 MIS, "D" is to be entered on the 3F2 data entry screen by the assigned data entry staff member(s).

Note: The Section 8 Program organizational staff member of the Field Office who is responsible for completing the Form HUD-52491.3, may write-in the appropriate "A" or "D" code alongside the checked "Yes" or "No" selection.

S. 3F2, Block 18: Owner's Name. Enter the name of the firm which owns the project or the name of the firm's principal officer. If not applicable, leave Blank.

Note: Applies to all Existing project-based projects (except Loan Management types where the project is Secretary/Held-Owned).

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T. 3F2, Block 19: Manager's Name. Enter the name of the firm which manages the project or the name of the firm's principal officer. Enter only if Owner's Name is reported.

U. 3F2, Block 20: FHA Project Number.

1. Enter if insured (Block 16 = "Y"); or
2. Enter for Loan management, Loan Management Preservations, Loan Management Extensions, Rent Supplement and RAP Conversions.
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

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

V. 3F2, Block 21: 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.

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- 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"

W. 3F2, Block 22: Total Project Units.

1. Enter the total number of units in the project, assisted and unassisted. If there are no unassisted units, enter the Total Assisted Units from Block 2.
2. Required to be reported at the Application Received stage.
3. 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.

6-5 TERMINATION BEFORE RESERVATION  
EXISTING HOUSING PROJECT-BASED  
FORM HUD-52491.3. Refer to appendix 5, Termination Before  
Reservation.

6-6 APPLICATION APPROVED and RESERVATION  
EXISTING HOUSING PROJECT-BASED. The 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.

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6-7 HAP LIST APPROVED  
EXISTING HOUSING PROJECT-BASED  
FORM HUD-52491.3 (FRAME 3F2)

- A. 3F2: Project Number. Copy the project number exactly as it appears at the top of the form.
- B. 3F2: HAP List Approved Date. Enter the date that form HUD-5041-C was signed in the Field Office.

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

6-8 HAP CONTRACT EXECUTED  
EXISTING HOUSING PROJECT-BASED. Refer to appendix 4, Reporting Section 8 Obligatory Contracts.

6-9 REPORTING ADDRESSES  
EXISTING HOUSING PROJECT-BASED. Refer to appendix 8, Reporting Addresses.

6-10 PROGRAM UTILIZATION (OCCUPANCY)  
EXISTING HOUSING PROJECT-BASED  
FORM HUD-52684 (FRAME MGT). Occupancy Data for Existing Project-based projects on Form HUD-52684 is supplied by owners or managing agents of all Loan Management types and Property Disposition 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 6-2 on the following page for an illustration of the form.



- 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), and the Current Total Elderly Leased (C1083) 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 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.

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6-11 MANAGEMENT REVIEWS

EXISTING HOUSING PROJECT-BASED PROJECTS

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, but are 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 (original) management review is normally 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 6-3 on the following page for an illustration of the form.

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Figure 6-3

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A. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS  
EXISTING HOUSING PROJECT-BASED  
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, 12/06/89) 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, 12/06/90) of the appropriate subsequent review of the project. The review is normally accomplished once a year or every two years.

6-12 TERMINATION/INACTIVATING AFTER RESERVATION  
EXISTING HOUSING PROJECT-BASED. Refer to appendix 6, Termination/Inactivating After Reservations.

6-13 REINSTATEMENT OF TERMINATED PROJECTS.  
EXISTING HOUSING PROJECT-BASED. Refer to appendix 7, Reinstatement of Terminated Proposals/Applications.

6-14 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data Corrections to the Section 8 MIS.