7-1 CHAPTER OVERVIEW.

A. REFER TO PARAGRAPHS 7-15 THROUGH 7-18 OF THIS CHAPTER FOR REPORTING INSTRUCTIONS ON A HOUSING VOUCHER STATEWIDE PROJECT.

B. This Chapter describes procedures for reporting the following Section 8 Housing Voucher programs:

- Rental Rehabilitation,
- Regular Incremental (freestanding),
- Public Housing Demolition,
- Public Housing Relocation Vouchers (FY 91+)
- Housing Vouchers Self-Sufficiency (FY 91+)
- Opt-Outs,
- Housing Voucher Renewals, and
- Housing Voucher Statewide (Paragraphs 7-15 through 7-18).

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(e), 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.


7-2 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
7-3  SUBPROGRAM TYPES AND FUNDING INCREMENT CONFIGURATIONS
HOUSING VOUCHERS
FORM HUD-52491.3 (FRAMES 3F1/3F2)

A.  SUBPROGRAM TYPES

Rental Rehabilitation (funded from Statewide)

Regular Incremental (Freestanding)

Public Housing Demolition

Public Housing Relocation Vouchers (FY 91+)

Housing Vouchers Self-Sufficiency (FY 91+)

Opt-Outs

Housing Voucher Renewals (Prior to Fiscal Year (FY) FY90)

Housing Voucher Renewals (FY 90+)

B.  FUNDING INCREMENT CONFIGURATIONS
1. HOUSING VOUCHERS
   
a. Positions 1 and 2: Federal Standard alpha State code applicable to the state in which the allocation area is located. Refer above to paragraph 7-1.D.

b. Positions 3 and 4: HUD Standard numeric code for the Field Office having jurisdiction over the allocation area. Refer above to paragraph 7-1.D.

c. Position 5: "V".

d. Positions 6 through 8: The three-digit serialized number starting with "001" issued by the Field Office to identify the PHA (Non-HFDA/HFDA (state or local housing agency)) administering the Funding Increment.

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

   Example: MA06V001001

2. (RESERVED FOR FUTURE HOUSING VOUCHER SUBPROGRAMS)

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   CHAPTER 7

   7-4 APPLICATION RECEIVED
   HOUSING VOUCHERS
   FORM HUD-52491.3 (FRAMES 3F1/3F2)

   The Federal Standard numeric State code (C1043) in the Section 8 MIS is computer-generated from positions 1 and 2 of the Funding/Project Number.

   A. 3F1, Block 1: Date Received (MM/DD/YY). Enter the date (Example, 04/11/90) of Field Office receipt of the application, form HUD-52515 or HUD-52515A.

   B. 3F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated on the Application.

   C. 3F1, Block 3: Total Elderly Units. Enter the total number of elderly 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:
"V" = Housing Voucher

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:

"R" = Rental Rehabilitation
"R" = Rental Rehabilitation (from Statewide)
"O" = Regular Incremental (freestanding)
"B" = Public Housing Demolition
"J" = Public Housing Relocation Vouchers (FY 91+)
"S" = Housing Voucher Self-Sufficiency (FY 91+)
"G" = OPT-OUT
"F" = Housing Voucher Renewals
"E" = Housing Voucher Renewals (FY90+)

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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 7-1.D.

1. If there are more than five counties involved, select the five counties that best represent the locations of the funding or project areas.

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). 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 7-1.D.

1. If there are more than five localities involved, select the five localities that best represent the locations of the funding or project areas.
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 7-1.D.

1. If there are more than five SMSAs involved, select the SMSAs that best represent the locations of the funding or project areas 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.

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 7-1.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 7-1.D, representing the funding or project area(s).

1. If there are more than five Congressional Districts, select the five that best represent the funding or project areas.
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 code representing the entity with which HUD will sign an Annual Contributions Contract (ACC).

Check One:

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

"B" = Public Housing Agency (excluding State Agency); an ACC is to be executed between HUD and the Public Housing Agency.

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

N. 3F2, Block 13: PHA Name. Up to 25 characters, enter the abbreviated name, not the corporate name of the PHA. Examples: Boston, HA; District of Columbia RLA; Mass. HFA;, etc.

Note: The PHA Numbers (C59/C1049) are computer-generated in the Section 8 MIS from positions 1 and 2 and positions 6 through 8 of the Funding Number.

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

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S. 3F2, Block 18: Owner's Name. Not applicable.

T. 3F2, Block 19: Manager's Name. Not applicable.

U. 3F2, Block 20: FHA Project Number. Not applicable.

V. 3F2, Block 21: Prime Census Tract/Enumeration Districts. Not applicable.

W. 3F2, Block 22: Total Project Units. Not applicable.

7-5 TERMINATION BEFORE RESERVATION
HOUSING VOUCHERS. Refer to appendix 5, Termination Before Reservation.

7-6 APPLICATION APPROVED and RESERVATION
HOUSING VOUCHERS. 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.

7-7 HAP LIST APPROVED
HOUSING VOUCHERS
FORM HUD-52491.3 (FRAME 3F2). Not applicable.

7-8 ANNUAL CONTRIBUTIONS CONTRACT (ACC)
HOUSING VOUCHERS. 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.

7-9 REPORTING ADDRESSES
HOUSING VOUCHERS. Refer to appendix 8, Reporting Addresses. PHA and Managing Agent addresses are required at ACC Contract.

7-10 PROGRAM UTILIZATION (OCCUPANCY)
HOUSING VOUCHERS
FORM HUD-52683 (MGT FRAME). For Reporting Procedures, refer to Handbook 7420.7 CHG 4. Chapters 3 and 12. Within the requirements of an Annual Contributions Contract (ACC), the PHA and/or private owner shall submit occupancy data to HUD which describes the extent of program participation by characteristics of assisted families and financial data which discloses how annual contributions were spent. For each set of units (funding increment) under the ACC, PHAs and/or private owners are to prepare and submit to HUD Field Offices on a project-by-project basis (i.e., for each funding increment under the
PHA's ACC occupancy data on Form HUD-52683, Report on Program Utilization. PHAs and/or private owners shall prepare at least two report copies, submitting one copy to the HUD Field Office and keeping one copy for its records.

A. REPORTING FREQUENCY (Refer to Handbook 7420.3 REV 2 CHG-3)

1. Quarterly Reporting. The report is to be first submitted as of the end of the quarter during which the ACC was initially executed or amended to incorporate a new funding increment. Thereafter, it is to be submitted as of the end of each subsequent quarter (even if there is no change from the previous quarter report) until ninety-five percent of the units in the funding increment (i.e. authorized by ACC) are under lease (HAP Contract).

2. Annual Reporting. Once ninety-five percent of the units in the funding increment (i.e. authorized by the ACC) are under lease (HAP Contract), reporting on Form HUD-52683 is to be annually as of September 30 to be received by HUD Field office by October 10. Once annual reporting has begun, reporting on Form HUD-52683 is to continue annually, even if the assisted units under lease drop below ninety-five percent of units in the funding increment.

Should the funding increment reach ninety-five percent occupancy during a quarter other than the quarter ending September 30, that quarterly report must be submitted, but no further reporting is required until September 30 of that year.

If ninety-five percent occupancy is reached during the quarter ending September 30, the report is to be submitted as of September 30 as a quarterly report.

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-52683. Refer to Figure 7-2 on the following page.
C. SPECIFIC OCCUPANCY REPORTING INSTRUCTIONS
HOUSING VOUCHERS
FORM HUD-52683 (MGT FRAME)

52683(MGT) 2b: Initial Lease Date. Enter the effective date (MM/DD/YY - Example, 12/06/90) of the first lease executed between a voucher holder 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.

52683(MGT) 2c: Occupancy Report Date. Enter date (MM/DD/YY Example, 12/31/90) which is the as of end-of-month date that the project units under lease are reported.

52683(MGT) 3: Project Number. Enter the eleven character assigned funding increment/project number.

52683(MGT) Line D: (Item 4) Units Under Budget. Enter the number of units under ACC Budget Authority.

52683(MGT) Line E: (Item 5) Housing Vouchers Outstanding. Enter the number of Housing Vouchers held by families searching for units and those already under contract (leased). Does not include Housing Vouchers that have expired or have been terminated.

52683(MGT) Line F: Total Assisted Leased. Enter the total number
(Item 6) of units currently under a signed lease to voucher holders.

52683(MGT)Line G: Total Elderly Leased. Enter the total number of units currently under signed lease and occupied by an elderly, disabled, or handicapped.

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 Units Under Budget (C1085) 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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CHAPTER 7

7-11 MANAGEMENT REVIEWS
HOUSING VOUCHERS
FORM HUD-52491.7 (FRAME MGT); Non-Insured and Non-202/8 Projects Only

A. REPORTING MANAGEMENT REVIEWS. The responsible Section 8 program organization of the Field Office is to report to the Section 8 MIS the initial (original) management review within six months after the initial execution of the ACC. A second review shall be conducted one year after the initial review. Subsequent reviews are reported every two years after the second review regardless of whether or not new units have been added to the program (refer to Handbook 7420.3 REV-2 CHG-4, CHAPTER 5).

B. FOR HOUSING VOUCHERS. The PHA is reviewed, not the project(s), which are funding increments. Should the PHA have more than one funding increment, management review data need only be entered into the Section 8 MIS for any one non-insured funding increment for a given PHA. Therefore, the Field Office should select a non-insured funding increment for which an ACC has been executed and each time a PHA is reviewed, that same increment number should be used to update the management review information in the Section 8 MIS.

C. Form HUD-52491.7. The form is designed for entering six annual reviews for a given PHA. 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 7-3 on the following page for an illustration of the form.
D. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS

HOUSING VOUCHERS
FORM HUD-52491.7 (MGT FRAME)

52491.7(MGT):  Project Number. Enter the eleven character selected PHA review funding increment/project number.

52491.7(MGT):  Original Management Review Date. Enter date (MM/DD/YY - Example, 04/11/89) which is the date six months after the ACC execution for the funding increment being used for the PHA review.

52491.7(MGT):  Annual Management Review Date. Enter date (MM/DD/YY - Example, 04/11/90) which is the review date for once a year or every two years subsequent to the original review date.

Note:  Field Offices may elect to use the first issued PHA funding increment number for the original and subsequent reporting of PHA review dates. In this instance, if the first funding increment issued for a PHA becomes terminated, expired, defunded, or opted-out in the Section 8 MIS, both the original and/or subsequent annual review dates that were reported to the now
inactive increment are to be reported to the next active sequentially issued PHA funding increment number.

7-12 TERMINATION/INACTIVATING AFTER RESERVATION HOUSING VOUCHERS. Refer to appendix 6, Termination/inactivating After Reservation.

7-13 REINSTATEMENT OF TERMINATED PROJECTS HOUSING VOUCHERS. Refer to appendix 7, Reinstatement of Terminated Proposals/Applications.

7-14 DATA CORRECTIONS TO SECTION 8 MIS. Refer to appendix 9, Data Corrections to the Section 8 MIS.

7-15 REPORTING HOUSING VOUCHER STATEWIDE FOR RENTAL REHABILITATION PROJECTS DRAFT HUD-52491.3A (FRAME 3F1)

A. GENERAL REPORTING REQUIREMENTS ON DRAFT HUD-52491.3A (FRAME 3F1)

1. The procedures described in these paragraphs apply only to the Housing Voucher Statewide Rental Rehabilitation program administered by a State Community Development Agency (CDA) where the PHA that will be administering the Housing Voucher is not known. The Field Office may reserve funds without receiving or approving a PHA's application to ensure that the Housing Voucher is available in support of the state CDA Rental Rehabilitation program after the state CDA selects the participating communities. However, specific PHA applications are required as soon as possible after which approval and fund reservations occur. The Field Office will then transfer the fund reservation from the state CDA representative project to the specific PHA project number (funding increment).

2. The Field will enter only minimal data to establish the Statewide Project records in the Section 8 MIS. The Housing Funding Control systems will feed reservation data to the Statewide projects in the Section 8 MIS.

3. In accordance with outstanding instruction, contract authority will be drawn down from these Statewide projects and one or more Housing Voucher Rental Rehabilitation projects are created.

4. Only one Statewide project is authorized per state for each fiscal year.

B. DRAFT HUD-52491.3A (Rev. 7/85) - (FRAMES 3F1/3F2)

1. The drafted reporting data entry form is not printed by
Headquarters. As with the FORM HUD-52491.3, Frames 3F1/3F2 shall be the vehicle for computer data entry from this drafted reporting data entry form. Frame 3F2 will be ignored in the Section 8 MIS. However, the Statewide project number is required to be entered on the 3F2 Frame for linked-frame processing in the Section 8 MIS.

2. Refer to Figure 7-4 on the following page for an illustration of the drafted form.

C. REPORTING REQUIREMENTS FOR PROJECTS CREATED FROM STATEWIDE PROJECTS

Regardless of what fiscal year a Statewide project is established, Rental Rehabilitation projects (funding increments) created at any time from a Statewide project shall be reported in accordance with paragraphs 7-1 through 7-14 of this Chapter.

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********************************************************************
*GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED*
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Figure 7-4

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7-16 SUBPROGRAM TYPE FOR HOUSING VOUCHER STATEWIDE

Housing Voucher Statewide for the Rental Rehabilitation program.

7-17 HOUSING VOUCHER STATEWIDE PROJECT CONFIGURATION. Beginning in Fiscal Year 1985, the Statewide special funding increment number is eleven positions long and structured as follows:
A. Positions 1 and 2: Federal standard alpha State code applicable to the state to which the Statewide funding increment is assigned.

B. Positions 3 and 4: HUD standard numeric code applicable to the HUD Field Office having jurisdiction over the Statewide project.

C. Position 5 through 8: "V999".

D. Positions 9 and 10: The fiscal year in which contract authority is made available on Form HUD-185.1. i.e. "85".

E. Position 11: Enter the number "1".

Example: MA06V999851 - Fiscal Year 85

MA06V999901 - Fiscal Year 90

For Housing Voucher program type Statewide projects established during Fiscal Year (FY) 1984, do not change the increment numbers to comply with the above procedures. These numbers are to remain configured as first reported.

Example: MA06V999999 - FY84 Statewide Housing Voucher

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CHAPTER 7

7-18 APPLICATION RECEIVED
HOUSING VOUCHER STATEWIDE
DRAFT HUD-52491.3A (FRAME 3F1)

A. 3F1, Block 1: Date Signed. Enter the date (MM/DD/YY - Example, 04/11/90) of the first signed Form HUD-185.1 that represents the sub-assigned Voucher/Rental Rehab authority for the applicable year.

Note: The date is not to be changed for any subsequent HUD-185.1(s) that may be received during the fiscal year.

B. 3F1, Block 2: Total Assisted Units. Enter the total number of assisted units provided with the appropriate Fund Reservation computer print-out.

1. The Fund Reservation computer print-outs are described in a memorandum from Ms. Wiseman, dated April 19, 1985, Subject: Application and Fund Reservation Procedures for the Housing Voucher Program used in connection with the Rental Rehabilitation Grant Program.

2. These units are not to be changed for any
subsequent HUD-185(8) that are signed.

C. 3F1, Block 3: Program Type. Pre-valued. The value of "V" is computer-generated and posted to Program Type (C1036) in the Section 8 MIS.

D. 3F1, Block 4: Area/Memo Entry. Pre-valued.

The value of "M" is computer-generated and posted to Project Area (C1037) in the Section 8 MIS.

The value of "X" is computer-generated and posted to Section 8 subprogram (C1071) in the Section 8 MIS.

E. 3F1, Block 5: Project County. Pre-valued. Data item is not processed in the Section 8 MIS.

F. 3F1, Block 6: Project SMSA. Same as block 5.

G. 3F1, Block 7: Project Locality. Same as block 5.

H. 3F1, Block 8: Project Central City. Same as block 5.

I. Responsible Section 8 Program Staff. 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.

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