

CHAPTER 8

CHAPTER 8
REPORTING SECTION 8
MODERATE REHABILITATION PHA-ADMINISTERED
Form HUD-52491.3

8-1 CHAPTER OVERVIEW. This Chapter describes procedures for reporting to the Section 8 MIS projects (funding increments) administered by Public Housing Authorities (PHAs) for the Section 8 tenant-based Moderate Rehabilitation program.

- A. For the PHA administered Moderate Rehabilitation Program, each PHA has only two project numbers in a fiscal year. One of these projects is for units in metropolitan funding allocation areas; the other is for units in non-metropolitan funding allocation areas.
- B. The Moderate Rehabilitation PHA-Administered program (including Section 23 Conversions) is the only Section 8 program for which HAP Agreement and HAP Contract data are reported to the Field Office for input to the Section 8 MIS by an entity outside of HUD via Form HUD-52685, Program Utilization Form (refer to paragraph 8-2 of this Chapter).
- 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.
- E. For reporting instructions on the Moderate Rehabilitation Property Disposition program, refer to Chapter 4 of this Handbook.

8-2 FORM HUD-52491.3. The responsible Section 8 Program organizational staff member, after completion of each development stage on the form,

above to paragraph 8-1.D.

- b. Positions 3 and 4: HUD Standard numeric code for the Field Office having jurisdiction over the project(s). Refer above to paragraph 8-1.D.
- c. Position 5: "K"
- 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 project/Funding Increment.
- e. Positions 9 through 11: A three-digit serialized number starting with "001" issued consecutively for each application associated with a PHA.

Example: MA06K001001

2. (RESERVED FOR FUTURE MODERATE REHABILITATION PROGRAMS)

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8-4 APPLICATION RECEIVED
MODERATE REHABILITATION PHA-ADMINISTERED
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 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-52515A).
- B. 3F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) 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:

"M" = Moderate Rehabilitation

- 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:

"O" = Regular

"J" = Homeless

"H" = Homeless SRO (FY 90+)

"C" = Section 23 Conversions

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

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- 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 8-1.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 Cods 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 8-1.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 8-1.D.

Check One:

Yes

No

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- L. 3F2, Block 11: Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s), selected as described above in paragraph 8-1.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) in the Section 8 MIS are computer-generated 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 funding allocation area has 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 funding area is in a Title VII or Title IV new community.

Check One:

Yes

No

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- Q. 3F2, Block 16: Insured Indicator. Select the item indicating whether or not a funding project carries HUD Mortgage Insurance.

Check One:

Yes

No

- R. 3F2, Block 17: Secretary/Held-Owned. Not Applicable.
- 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. Enter if 3F2, Block 16 = "Yes".

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.

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

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

8-5 TERMINATION BEFORE RESERVATION
MODERATE REHABILITATION PHA-ADMINISTERED. Refer to appendix 5,
Termination Before Reservation.

8-6 APPLICATION APPROVED AND RESERVATION
MODERATE REHABILITATION PHA-ADMINISTERED. 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.

8-7 HAP LIST APPROVED

MODERATE REHABILITATION PHA-ADMINISTERED
FORM HUD-52491.3 (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.

8-8 ANNUAL CONTRIBUTIONS CONTRACT (ACC)

MODERATE REHABILITATION PHA-ADMINISTERED. 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.

8-9 HAP AGREEMENT DATE (refer below to PROGRAM UTILIZATION, Paragraph 8-12 MODERATE REHABILITATION PHA-ADMINISTERED. This stage is valued in the Section 8 MIS (HAP Agreement Date - C1031) from the Occupancy Report date when "Units Under Agreement" is first reported on the Program Utilization Form HUD-52685.

8-10 HAP CONTRACT DATE (refer below to PROGRAM UTILIZATION, paragraph 8-12 MODERATE REHABILITATION PHA-ADMINISTERED. This stage is valued in the Section 8 MIS (HAP Contract Date - C1032) from the Occupancy Report date when the "Number of Units under HAP Contract Executed (HCE)" reported on the Program Utilization Form HUD-52685 is ninety-five percent or more of the Reserved Total Assisted Units (C1020) in the Section 8 MIS database.

8-11 REPORTING ADDRESSES

MODERATE REHABILITATION PHA-ADMINISTERED. Refer to appendix 8, Reporting Addresses. PHA and Managing Agent addresses are required at ACC Contract.

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8-12 PROGRAM UTILIZATION (OCCUPANCY)

MODERATE REHABILITATION PHA-ADMINISTERED
FORM HUD-52685 (MOD 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-52685, 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-52685 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-52685 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-52685. Refer to Figure 8-2 on the following page.

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Figure 8-2

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- C. SPECIFIC OCCUPANCY REPORTING INSTRUCTIONS
MODERATE REHABILITATION PHA-ADMINISTERED
FORM HUD-52685 (MOD FRAME). For Section 8 MIS database
processing, refer to page 43 of appendix 9 of the Section 8 MIS
Terminal Operator's Guide (TOG), I362.8.
- MOD, Line 1: Project Number. Enter the eleven character
assigned funding increment number.
- MOD, Line 2: Report Date. Enter month and year (MM/YY) of the
quarter/year covered by the occupancy report
period.
- MOD, Line 4: Initial Lease Date. Enter the date (MM/DD/YY
- Example, 04/11/90) on which the first assisted
lease under the ACC is signed by the tenant and
owner. This item is completed once and only on the
quarterly report which represents the first time
assisted units under lease (Line 8) are reported.
- MOD, Line 6: Units Under Agreement. Enter the total number of
assisted units for which a HAP Agreement has been
executed including those units under agreement
which have resulted in HAP Contracts. Reported
cumulatively for all units in the project instead
of quarter by quarter units aggregate. Do not
include assisted units which have been dropped out

of the program and for which a HAP Contract will not be executed. If no units are under agreement, enter zeros.

MOD, Line 7: Units Under HAP Contract. Enter the total number of assisted units for which HAP Contracts have been executed. Reported cumulatively for all units in project instead of quarter by quarter unit aggregate. Do not include assisted units which have been dropped out of the program and for which HAP Contracts have been terminated. If no units are under Contract, enter zeros.

MOD, Line 8: Assisted Units Under Lease. Enter the total number of assisted units (family and elderly, disabled, or handicapped) under lease to families receiving Section 8 assistance. Reported cumulatively for all units in the project instead of quarter by quarter units aggregate. Do not include assisted units that are no longer occupied by tenants receiving Section 8 assistance. If no assisted units are under lease, enter zeros.

MOD, Line 9: Assisted Units Under Lease to Elderly. Enter the total number of assisted units under lease to elderly, handicapped, and disabled. These are the number of elderly, handicapped, and disabled which were included in Line 8. Reported cumulatively for all units in the project instead of quarter by quarter units aggregate. Do not include units that are no longer occupied by elderly, handicapped or disabled who were receiving Section 8 assistance. If no units, enter zeros.

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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.

8-13 MANAGEMENT REVIEWS

MODERATE REHABILITATION PHA-ADMINISTERED

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 on the initial (original) management review within five to eight months after the ACC was executed for the first Moderate Rehabilitation project. 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 MODERATE REHABILITATION PHA-ADMINISTERED. The PHA is reviewed, not the project(s), which are funding increments. Should the FHA have more than one funding increment, management review data need only be entered into the Section 8 MIS for any one funding increment/project for a given PHA moderate Rehabilitation funding increment. Therefore, the Field Office should select a funding increment/project for which an ACC has been executed and each time a PHA is reviewed, that same funding increment/project 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 8-3 on the following page for an illustration of the form.

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GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED

Figure 8-3

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D. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS
MODERATE REHABILITATION PHA-ADMINISTERED
FORM HUD-52491.7 (MGT FRAME)

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

52491.7(MGT): Original Management Review Date. Enter date (MM/DD/YY - Example, 12/09/89) 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, 12/09/90) which is the once a year or every two years review date 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.

8-14 TERMINATION/INACTIVATING AFTER RESERVATION

MODERATE REHABILITATION PHA-ADMINISTERED. Refer to appendix 6, Termination/ Inactivating After Reservation.

8-15 REINSTATEMENT OF TERMINATED PROJECTS

MODERATE REHABILITATION PHA-ADMINISTERED. Refer to appendix 7, Reinstatement of Terminated Proposals/Applications.

8-16 DATA CORRECTIONS TO SECTION 8 MIS. Refer to appendix 9, Data Corrections to the Section 8 MIS.