

CHAPTER 9

CHAPTER 9
 REPORTING SECTION 8
 NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION/
 EXISTING HOUSING/MODERATE REHABILITATION
 SECTION 202/8 PROGRAM
 RENTAL ASSISTANCE ELDERLY and DISABLED PROGRAMS
 Form HUD-52491.2 and Form HUD-52491.3

- 9-1 CHAPTER OVERVIEW. This Chapter describes procedures for reporting to the Section 8 MIS the following program activities:
- A. NEW CONSTRUCTION and SUBSTANTIAL REHABILITATION. For Section 202/8 and Elderly/Disabled Rental Assistance, refer to PARAGRAPHS 9-2 Through 9-17 of this Chapter.
 - B. EXISTING HOUSING and MODERATE REHABILITATION SECTION 202/8. Refer to PARAGRAPHS 9-18 Through 9-30 of this Chapter.
- 9-2 NEW CONSTRUCTION and SUBSTANTIAL REHABILITATION Form HUD-52491.2 (FRAMES 2F1/2F2). This form in addition to being used for reporting Section 8 activity as described in Chapter 4 of this Handbook, is to be submitted for reporting New Construction and Substantial Rehabilitation Section 202/8 and Elderly/Disabled Rental Assistance Projects. Refer to Figure 9-1 on the following page for an illustration of the reporting form.
- A. References in paragraphs 9-2 through 9-17 of 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.
 - B. State Code abbreviations, Field Office Codes, County Code(e), 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. Contact the following Headquarters' organizations for report information:
 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.
 - C. Responsible Section 8 Program Staff. The responsible Section 8 Program organizational staff member, after completion of each

- . Elderly Rental Assistance/Metro
- . Elderly Rental Assistance/Non-Metro

Rental Assistance - Disabled (FY 91+)

- . Disabled Rental Assistance

B. PROJECT CONFIGURATIONS

1. General Information on Application Project Numbering for New Construction and Substantial Rehabilitation with Multiple Localities. Some applications may cover multiple localities. In this instance, it is necessary to split the application by locality and assign a separate application number for each HUD locality code. This procedure is carried out by sequential numbering of positions 9 through 11 for each application received assigned numbers to positions 5 through 8.

Example1: If the application received for MA06-T891-001 covers two additional localities before any additional are received and assigned numbers, the assigned application numbers representing the three localities are as follows:

MA06-T891-001
MA06-T891-002
MA06-T891-003

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Example2: If the application received for application number MA06-T891-001 covers two additional localities after, for instance, seven different applications received were assigned numbers, the application numbers representing the two additional localities would be assigned as follows:

MA06-T891-008
MA06-T891-009

2. SECTION 202/8 PROGRAM PROJECT CONFIGURATION

- a. Positions 1 and 2: Federal Standard alpha State code for the state in Which the project is located. Refer above to paragraph 9-2.B.
- b. Positions 3 and 4: HUD Standard numeric code identifying the HUD Field Office having jurisdiction over the project. Refer above to paragraph 9-2.B.
- c. Position 5: "T" = Section 202/8 Elderly (Regular)

"D" = Section 202/8 Handicapped
Numeric for Pre Fiscal Year 1978

- d. Position 6 and 7: Enter last two-digits of the fiscal year in which the application is received.
- e. Position 8: A one-digit code (1 through 9) assigned by the Field Office to represent the invitation for which the application is received.
- f. Positions 9 through 11: A three-digit serialized number starting with starting with "001" issued by the Field Office to each Application Received.

Note: Section 202/8 Elderly (Regulars) prior to Fiscal Year 1978 had the Reservation Request number in positions 5 through 11 and a "2" in position 9 followed by a two-digit serial number issued for each application.

3. RENTAL ASSISTANCE PROGRAM PROJECT CONFIGURATION

- a. Positions 1 and 2: Federal Standard alpha State Code for the state n which the project is located. Refer above to paragraph 9-2.B.
- b. Positions 3 and 4: HUD Standard numeric code identifying the HUD Field Office having jurisdiction over the project. Refer above to paragraph 9-2.B.
- c. Position 5: "S" = Elderly Rental Assistance
"Q" = Disabled Rental Assistance
- d. Position and 7: Enter last two-digits of the fiscal year in which the application is received.
- e. Position 8: A one-digit code (1 through 9) assigned by the Field Office to represent the invitation for which the application is received.

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

Example: MA06S911001 - Elderly Rental Assistance
MA06Q911001 - Disabled Rental Assistance

9-4 APPLICATION RECEIVED
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
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). Enter the date the application is received by the Field Office.
- B. 2F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated in the application.
- 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 application. If none, leave blank.
- D. 2F1, Block 4: Program Type. Select the code representing the application's method of development.

Check One:

"N" = New Construction

"R" = Substantial 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

Enter the designated letter code as follows:

"T" = Section 202/8 Elderly (Regulars)

"M" = Section 202/8 Non-Elderly Handicapped

"S" = Elderly Rental Assistance/Metro

"N" = Elderly Rental Assistance/Non-Metro

"F" = Disabled Rental Assistance

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- G. 2F1, Block 6: Project County(s). Enter the three-digit Federal Standard county code(s) selected as described above in paragraph 9-2.B.

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. 2F1, Block 7: Project Locality(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 9-2.B.

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 9-3 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.

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

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 area is located within the central city of an SMSA determined as described above in paragraph 9-2.B.

Check One:

Yes

No

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- L. 2F1, Block 11: Congressional District(s). Enter the two-digit Federal Standard Congressional District Code(s), selected as described above in paragraph 9-2.B, 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.
 - b. Position 5: enter the letter suffix of the enumeration district. If no suffix, enter "X".
 - c. Position 6: enter the letter "E".

Examples:

Enumeration
District #1 = "0001" . "XE"

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

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

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- N. 2F1, Block 13: Project Type. Select the code which represents the owner/administrator relationship as defined in 24 CFR Part 885.

Check One:

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 HAP Contract.

Check Only:

HUD Administrator:

"D" = Private Owner; a Housing Assistance Payments (HAP) Contract is to be executed between HUD and a property owner (see Glossary, appendix 12, "owner"). ACC not applicable.

- P. 2F2, Block 15: PHA Name. Not applicable.

- Q. 2F2, Block 16: FHA Number. Not applicable.

- R. 2F2, Block 17A: Source of Financing. 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) and Disabled Rental Assistance

"F" = Title I, Home Improvement Loan

"H" = Other

- S. 2F2, Block 17B: Insured Indicator. Not applicable. Section 202/8 and Rental Assistance are Direct Loan programs. The value of "N" is computer-generated in the Section 8 MIS data element (C1079).

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- 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/Sponsor's Name. Up to 25 characters, enter the corporate name of the firm developing the project or the name of the entity sponsoring the project.

- X. 2F2, Block 22: Owner/Sponsor's Name. Up to 25 characters, enter the owner/borrower or the name of the entity sponsoring the project.

- 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 entity sponsoring the project.

1. If the managing agent is the same as the owner/borrower, (Block 22), enter the same name in Block 23.
2. If managing agent does not exist or is unknown, leave blank.

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Z. 2F2, Block 24: Section 202/Rental Assistance FHA Project Number.

1. An invalid FHA Project Number is defined as follows:

All Xs
All nines
All zeros
"None", or
Not eight positions,

2. A valid FHA 202 Project 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 project is in a Title VII or Title IV new community.

Check One:

Yes

No

- 9-5 TERMINATION BEFORE RESERVATION
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS. Refer to appendix 5,
Termination Before Reservation.
- 9-6 APPLICATION APPROVED/RESERVATION
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAM. 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.
- 9-7 FINAL PROPOSAL RECEIVED
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52491.2 (FRAME 2F3). Not applicable.

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- 9-8 FINAL PROPOSAL APPROVED
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52491.2 (FRAME 2F3). Not applicable.
- 9-9 HAP LIST APPROVED
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52491.2 (FRAME 2F3)
- A. 2F3: Project Number. Enter the eleven character alphanumeric
number assigned to 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.
1. Enter the total assisted and unassisted units in the
project. If there are no unassisted units, enter total
assisted units.
 2. 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.

9-10 HAP AGREEMENT APPROVED

NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52491.2 (FRAME 2F3)

- A. 2F3: Project Number. Enter the eleven character alphanumeric number assigned when the 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/borrower and the contract administrator (HUD)).

9-11 HAP CONTRACT EXECUTED

NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
Form HUD-52491.2 (FRAME 2F3). Do not report on this form. The obligatory Hap Contract executed between HUD and the owner/borrower 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/borrower interfaced to the Section 8 MIS from the appropriate Housing Funding Control systems.

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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.

9-12 REPORTING ADDRESSES

NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS. Refer to appendix 8,
Reporting Addresses to the Section 8 MIS.

9-13 PROGRAM UTILIZATION (OCCUPANCY)

NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52684 (FRAME MGT). Occupancy Data reported on Form HUD-52684 is supplied by owners/borrowers, managing agents, or sponsors.

- A. REPORTING FREQUENCY.

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C. SPECIFIC OCCUPANCY REPORTING INSTRUCTIONS
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52684 (MGT FRAME)

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

D. SECTION 8 MIS RETRIEVAL. For ease of retrieval of the latest 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 databases each time occupancy data is reported.

E. COMPLETED LEASE UP (CLU) SECTION 8 MIS PROCESSING. 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.

9-14 MANAGEMENT REVIEWS

NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION for
SECTION 202/8 and RENTAL ASSISTANCE PROGRAMS
FORM HUD-52491.7 (FRAME MGT). Not Applicable. Reviews are reported

to the Multifamily Insured and Direct Loan Information System (MIDLIS).

9-15 TERMINATION/INACTIVATING AFTER RESERVATION
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION. Refer to appendix 6,
Termination/Inactivating After Reservations.

9-16 REINSTATEMENT OF TERMINATED PROJECTS
NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION. Refer to appendix 7,
Reinstatement of Terminated applications.

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9-17 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data
Corrections to the Section 8 MIS.

9-18 EXISTING HOUSING and MODERATE REHABILITATION SECTION 202/8 PROGRAM
FORM HUD-52491.3 (FRAMES 3F1/3F2). This form in addition to being
used for reporting Section 8 activity as described in Chapters 5, 6,
7, and 8 of this Handbook, is to be submitted for reporting of the
Section 202/8 program under the Section 8 Existing Housing and the
Section 8 Moderate Rehabilitation programs. Refer to Figure 9-3 on
the following page for an illustration of the reporting form.

- A. References in paragraphs 9-18 through 9-30 of 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.
- B. State Code abbreviations, Field Office Codes, County Code(s),
Locality Code(s), SMSA Code(s), Congressional District Code(s),
and Central City Indicators are to be selected for reporting from
the Headquarters' computer-generated Field Office reports of
D71AAC-A and D71AAC-B, entitled "Geographic Code System Population
and SMSA Report". For report samples, refer to appendices 1 and 2
of the User Guide for Geographic Code system, I-160.10 Rev.1. For
information on these reports, contact the following Headquarters'
organizations:
1. The Office of Information Policies and Systems, Systems
Engineering Group, Project Management Staff, AIS.
 2. The Office of Information Policies and Systems, Systems
Engineering Group, Administrative Systems Divisions,
Administrative Support Systems Branch, AISAA.
- C. Responsible Section 8 Program Staff. The responsible Section 8
Program organizational staff member, after completion of each
development stage on the forms, is to initial, date, and submit

B. PROJECT CONFIGURATION

1. Positions 1 and 2: Federal Standard alpha State code for the state in which the project is located. Refer above to paragraph 9-18.B.
2. Positions 3 and 4: HUD Standard numeric code identifying the HUD Field Office having jurisdiction over the project. Refer above to paragraph 9-18.B.
3. Position 5: "T" = Section 202/8 Elderly (Regular)
"D" = Section 202/8 Handicapped
Numeric for Pre Fiscal Year 1978
4. Position 6 and 7: Enter last two-digits of fiscal year in which the application is received.
5. Position 8: A one-digit code (1 through 9) assigned by Field Office to represent the invitation for which the application is received.
6. Positions 9 through 11: A three-digit serialized number starting with starting with "001" issued by the Field Office to each Application Received.

Note: Section 202/8 Elderly (Regulars) prior to Fiscal Year 1978 had the Reservation Request number in positions 5 through 11 and a "2" in position 9 followed by a two-digit serial number issued for each application.

Example: MA06T901001 - Section 202/8 Regulars
MA06D901001 - Section 202/8 Handicapped
MA060458201 - Pre Fiscal Year 1978

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9-20 APPLICATION RECEIVED

EXISTING HOUSING and MODERATE REHABILITATION SECTION 202/8 PROGRAM
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). Enter date (Example 01/11/90) the application (Form 52515A) is received by the Field Office.
- B. 3F1, Block 2: Total Assisted Units. Enter the total number of assisted units (elderly and family) indicated in the Application. For amendments to this stage due to increases/decreases refer to appendix 2,

Reporting Section 8 Fund Reservations/Amendments.

- 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 applications method of development.

Check One:

"E" = Existing Housing

"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:

"T" = Section 202/8 Elderly (Regular)

"M" = Section 202/8 Non-Elderly Handicapped

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- G. 3F1, Block 6: Project County(s). Enter the three-digit Federal Standard county code(s) selected as described above in paragraph 9-18.B.
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). 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 9-18.B.

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 codes(s) as described above in paragraph 9-18.B.

1. If there are more than five SMSAs involved, select the SMSAs that best represent the locations of the project in corresponding to 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 9-18.B.

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 9-18.B, 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 (see Glossary, appendix 12, "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. Not applicable. Section 202/8 is a Direct Loan program. The value of "N" is computer-generated in the Section 8 MIS data element (C1079).

R. 3F2, Block 17: Secretary/Held-Owned. Not applicable.

- S. 3F2, Block 18: Owner/Sponsor's Name. Enter the name of the owner/borrower of the project or the name of the entity sponsoring the project.
- T. 3F2, Block 19: Manager's Name. Enter the name of the firm which manages the project or the name of the entity sponsoring the project. Enter only if Owner/Borrower's Name is reported.
- U. 3F2, Block 20: Section 202 Project Number.
1. An invalid Section 202/8 Project Number is defined as being one of the following:
 - All Xs
 - All nines
 - All zeros
 - "None", or
 - Not eight positions.
 2. A valid Section 202/8 Project 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 by the Total Project Units being reported.

9-21 TERMINATION BEFORE RESERVATION
EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM. Refer to appendix 5, Termination Before Reservation.

9-22 APPLICATION APPROVED and RESERVATION
EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM. 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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9-23 HAP LIST APPROVED

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM 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 lists.

9-24 HAP CONTRACT

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM. Refer to appendix 4, Reporting Section 8 Obligatory Contracts.

9-25 REPORTING ADDRESSES

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM. Refer to appendix 8, Reporting Addresses.

9-26 PROGRAM UTILIZATION (OCCUPANCY)

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM FORM HUD-52684 (FRAME MGT). Occupancy Data for Section 202/8 program of Existing Housing and Moderate Rehabilitation is supplied on Form HUD-52684 by owners/borrowers, managing agents, or Sponsors.

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 9-4 on the following page for an illustration of the form.

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Figure 9-4

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- C. SPECIFIC OCCUPANCY REPORTING INSTRUCTIONS
 EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM
 FORM HUD-52684 (MGT FRAME)

52684(MGT): Project Number. Enter the eleven character assigned project number.

52684(MGT)B(2): Initial Lease Date. Enter the effective date (MM/DD/YY - Example, 01/03/90) of the first lease executed between an assisted tenant and

an owner. Enter this date only if this is the initial report for the project or if the initial lease was executed during the reporting period, otherwise, leave blank.

52684(MGT)B(3): Occupancy Report Date. Enter date (MM/DD/YY - Example, 12/06/90) which is the as of end-of-month date that the project units under lease are reported.

52684(MGT)Line E: Total Number of Units Under Lease. Total project units leased (assisted and unassisted) as of Occupancy Report date.

52684(MGT)Line G: Total Number of Units Under Lease to Assisted Tenants Total project units leased (assisted only) as of the Occupancy Report Date.

52684(MGT)Line H: Total Number of Assisted units. Total project units under lease to elderly, disabled or handicapped tenants.

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

9-27 MANAGEMENT REVIEWS

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM FORM HUD-52491.7 (FRAME MGT). Not Applicable. Reviews are reported to the Multifamily Insured and Direct Loan Information System (MIDLIS).

9-28 TERMINATION/INACTIVATING AFTER RESERVATION

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM. Refer to appendix 6, Termination/Inactivating After Reservations.

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9-29 REINSTATEMENT OF TERMINATED PROJECTS

EXISTING HOUSING/MODERATE REHABILITATION SECTION 202/8 PROGRAM. Refer to appendix 7, Reinstatement of Terminated applications.

9-30 DATA CORRECTIONS TO THE SECTION 8 MIS. Refer to appendix 9, Data

Corrections to the Section 8 MIS.

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