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**HOUSING FINANCE AND DEVELOPMENT AGENCIES (HFDAs)**

**INSURED NEW CONSTRUCTION AND SUBSTANTIAL REHABILITATION INCLUDING INSURED NEIGHBORHOOD STRATEGY AREAS (NSAs)**

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FOREWORD

Purpose. This Handbook is designed to provide users with a tool necessary to manage, control, and direct the operation of the automated Section 8 Management Information System (MIS). It specifically defines Field Office and Regional procedures for reporting Section 8 program activity to the Section 8 MIS, which has the assigned computer system code of "F05".

Audience. This Handbook is directed (where applicable) to the following Field organizations:
o The Office of Regional Housing,
o The Housing Development Division,
o The Housing Management Division,
o The Loan Management Branch,
o The Property Disposition Branch,
o The Assisted Housing Management Branch,
o Field Operations Branch,
o Housing Programs Branch,
o The Public Housing Division,
o The Indian Housing Division,
o The Regional Accounting Division (RAD),
o The Regional Management Information Division (MID),
o The Management Systems Division (MSD),
o Fair Housing and Equal Opportunity Division (FH&EO).

Organization.

- Chapter 1 of this Handbook covers the responsibility, system flow, and data quality within the Section 8 MIS.

- Each subsequent chapter consists of reporting instructions for a specific Section 8 Program type and the applicable reporting forms.

- Appendices contain reporting requirements that are common to all Section 8 programs reported to the Section 8 MIS.

Programs covered in this Handbook. This Handbook covers reporting instructions for Section 8 programs funded and active at the time of publication. It also includes historical (not currently funded) Section 8 programs in the pipeline at publication. Refer to appendix 10 of this Handbook for the list of Section 8 programs which are funded and active and those which are inactive but are maintained for historical purposes.
1. Handbook 000.2 REV-1, HUD Directives System
2. Handbook 1170.1 REV-4, Revised Regional Office Organization
3. Handbook 1171.1 REV-3, Revised Field Office Organization
5. Handbook 1362.8, Section 8 MIS ADP Terminal Operators Guide (TOG)
6. Handbook 4350.3, Occupancy Requirements of Subsidized Multifamily Housing Programs

B. Section 8 Program References

1. Handbook 4571.1 REV-2, Section 202 Direct Loan Program for Housing for the Elderly and Handicapped
2. Handbook 7420.1 REV-1, Section 8 Housing Assistance Payments Program, New Construction Processing
3. Handbook 7420.2 REV-1, Section 8 Housing Assistance Payments Program, Substantial Rehabilitation Processing
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6. 24CFR Ch. VIII, Docket No. R-84-1184; FR-1897: Section 8 Vouchers and Certificates; Advance Notice of Rulemaking
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