

GLOSSARY

Adhoc Query (QUERY). On-line inquiry of the database via the computer terminal.

Adjustment Standard. The amount established by the Public Housing Authority (PHA) as the basis for providing affordable adjustments of payments.

AHAP. Agreement to enter into a Housing Assistance Payments Contract.

Allocation Area. A municipality, county, one or more Indian areas, or group of contiguous municipalities or counties identified by HUD or in an approved Area-wide Housing Opportunity Plan for the purpose of allocating housing assistance to support economically feasible housing projects.

Allotment. Written authority given by the head of an agency, or his/her designee, to agency employees to incur obligations.

Alphanumeric (AN). A set of characters containing letters, numerals, blanks, and allowed special characters. System 2000 has two alphanumeric data types: NAME (CHARACTER) and TEXT.

Amendment. For accounting purposes, any alteration, revision, or change to a contract which is mutually agreed to by all parties of the original contract. For the Section 8 MIS, an action which reports an authorized change to previously reported data relating to a specific project. A common type of amendment is the increase or decrease of units/funds reported. A brief explanation of the amendment is required in the remarks column.

Annual Contribution Contract (ACC). Applicable to a private-owner/PHA project, for which the Contract is administered by a Public Housing Authority (PHA). The ACC is the contract between the PHA (as contract administrator) and HUD. Under the ACC, HUD commits to provide the PHA with annual funds needed to make housing assistance payments to the owner and to pay the PHA for HUD-approved administrative fees, and the PHA agrees to perform the duties of a contract administrator.

Apportionment. A determination and limitation by the Office of Management and Budget (OMB) as to the amount of obligations and expenditures which may be incurred during a specific time period.

Appropriation. An authorization by an act of Congress to incur obligations for specified purposes and to make disbursements therefore out of Treasury.

Assisted Units. Number of units for which an application/proposal has been received for which HUD is considering or agrees to make housing assistance payments on behalf of the tenants to the owner.

Assisted Housing Accounting System (AHAS). An automated system used

for control of funds for low-rent housing programs (e.g., Section 8, Modernization, and Public Housing). For Section 8, it is an Assisted Housing Accounting System to which the Regional Accounting Division enters Section 8 reservation and contract data which is interfaced to the Section 8 MIS.

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Audit Trail. A chronological record of activities which is sufficient to enable the reconstruction, review, and examination of the sequence of environments and activities surrounding or leading to each event on the path of a transaction from its inception to output of final results.

Batch Processing. A data processing technique by which items to be processed on a computer are collected into groups for more efficient processing.

Bedroom Size. Total number of bedrooms in a dwelling unit based upon the square feet of the rentable floor space of the unit.

Budget Amendment. A change in the amount requested for appropriation after the original request has been submitted by the President to Congress.

Budget Authority. The maximum dollar amount which may be committed for the full term of a contract. It is the Authority provided by law to enter into obligations that will result in immediate or future outlays (checks written by the Federal Government less payments received) of Federal funds.

Cancellation. An action in which HUD terminates an Invitation for Proposal (IFP), application, proposal, or project.

Capped. Rents with ceilings that have to stay within the Fair Market Rent (FMR) values for the area.

Central City. Handbook 1170.1 REV-4, Revised Regional Office Organization.

Certificates. Documents or a Certificate of Eligibility (authorization) issued by a PHA to a lower income applicant, which enables the applicant (may be displaced or could be displaced by rental rehabilitation activities) to search for his/her own housing. Upon locating housing acceptable to the PHA, the PHA enters into a Housing Assistance Payment (HAP) contract with the owner, and the owner and the applicant enters into a lease agreement. HUD, in very rare circumstances, may act as the PHA under this program. Certificates were sometimes referred to as Finders Keepers.

Certification/Recertification. Refers to initial determination of applicant eligibility for non-economic and income areas, appropriate

unit size occupancy, verification of allowance for minors, verifying allowable medical and unusual expenses, and verifying correct contract rents for a family. Subsequent reports are recertification of rent increases, loss of income, change in family compositions, and change in unit size.

Change. An action involving amendment, correction, or revision of previously reported information.

Character. Alphabetic letter, number, or other one position item which makes up fields and records.

Chronically Mentally Ill. Any person having a severe and persistent mental or emotional impairment that seriously limits his or her ability to live independently and whose impairment could be improved by more suitable housing conditions (excludes alcoholism and drug addiction).

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CLU. Completion of Lease-Up. Indicates 95 percent of a project's reserved units are leased.

Commitment. The use of a contract or budget authority, whether by reservation, obligation, or expenditure.

Congregate Housing. Dwelling in which some facilities (e.g., bath, kitchen, dining) are provided outside the living unit.

Contiguous Site. A project where Section 8 units are located in a single building or project-related buildings.

Contract Administrator. The entity which enters into the contract with the owner and is responsible for monitoring performance by the owner. The contract administrator is a PHA in the case of private-owner/PHA projects, and HUD in private-owner/HUD and PHA-owner/HUD projects.

Contract Authority. Statutory authority, expressed in terms of the maximum aggregate dollar amount per year for which contracts may be entered into prior to an appropriation being made to pay the amount contracted for.

Construction. The erection of new structures or rehabilitation, alterations, conversions, or improvements of existing structures.

Correction. Action changing incorrect information previously reported to the Section 8 MIS.

Data. Any set of related characters organized in a manner that allows identification, storage, or processing. Data may be in the form of fields, records, or files.

Database. An organized collection of interrelated data stored in a

structured format in order to provide user-information.

Database Management System (DBMS). System for organizing a database. The Section 8 MIS uses the System 2000 (S2K) DBMS.

Data Collection. The gathering of related pieces of data.

Data Element. Basic component of a System 2000 (S2K) database. Values are stored in data elements.

Data Entry Formats. Structured layouts which appear on a video screen of a terminal or work station to facilitate data entry.

Data Entry Quality. Assurance that data entered to the Section 8 MIS on the video screen matches the information on the reporting form. Supported by Data Entry Facility software. Compare DATA QUALITY and POST-PROCESSING DATA QUALITY.

Data Pull. Section 8 query which prints an entire project record.

Data Quality. Assurance that data reported to the Section 8 MIS accurately and completely reflect project status. Supported by Edit Program and Update Program.

Date of Action. The date that the initial, update, change, or termination action being reported took place.

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Date of Entry. Calendar date, in month/day/year format, on which a processing action was entered and accepted by the automated system.

DEF-II (Data Entry Facility). A software system which allows the workstation user to enter data into a minicomputer file for later processing. The user enters data into pre-defined areas on a formatted Cathode Ray Tube (CRT) screen.

Demolition/Disposition. The demolition (act of destruction by explosives) of public housing buildings or disposition of public housing units.

Development Stages. Processing steps reported and recorded for the Section 8 Program in the Section 8 MIS, from preliminary proposal/application through project completion (the execution of the obligatory ACC or HAP contract (whichever is applicable)).

Developmentally Disabled. Any person having a severe chronic disability that (a) is attributable to a mental or physical impairment or combination of mental and physical impairments (; (b) is manifested before the person attains age twenty-two; (c) is likely to continue indefinitely; (d) results in substantial functional limitations in three or more areas of major life activities (self-care, receptive and

responsive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency). Examples: mental retardation, cerebral palsy, epilepsy.

Direct Loans. A direct loan provided by HUD to private nonprofit corporations or consumer cooperatives (eligible under the Section 202 loan program) to finance construction or rehabilitation of residential projects for the elderly and handicapped.

Displaced Families. Families displaced by governmental action, or families whose dwellings have been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Edit Criteria. Tests applied by the computer system to data entered for posting to the database. The data may pass or fail these tests and be rejected, or conditionally pass these tests and be accepted with a warning.

Edit List. Series of messages generated by a computer program which reviews data records. The Section 8 MIS employs two edits. The first is the independent edit which reviews the completeness of the data entered into the transmitted Honeywell disk file. The second is the dependent edit which compares the data being entered into the system with data already in the system. There are two types of error messages derived from the system: (1) FATAL (total rejection of the data) and (2) WARNING (the data is put into the database, but it should be checked for errors).

Edit Program. Software resident in the Central Computer facility which performs relational tests for validity of new data against predefined criterion and/or against data entered on the same transaction.

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Elderly Family. (a) Families of two or more persons the head of which (or his or her spouse) is sixty-two years of age or older; (b) The surviving member or members of any family described in (a) living in a unit assisted under this part with the deceased member of the family at the time of his or her death; (c) A single person who is sixty-two years or older; or (d) Two or more elderly persons living together, or one or more such persons living with another person who is determined by HUD, based upon a licensed physician's certificate provided by the family, to be essential to their care or well-being.

Eligible Families. Any family which meets the eligibility criteria for Section 8 assistance.

Existing Housing. Housing (as is) that is not in the process of construction or rehabilitation.

Expired Authority. The portion of the unliquidated obligations which

are not required to meet the annual contribution needs of a contract and which cannot be carried forward for use in future years.

Fair Market Rent (FMR). Rent Schedules published in the Federal Register which establish maximum eligible rent levels allowed under the Section 8 program by geographic area. Rents by unit size and structure (elevator/non-elevator), including utilities (except telephone), ranges, and refrigerators and all maintenance, management and other services, which, as determined by HUD at least annually, would be required to be paid in order to obtain privately-owned, existing, decent, safe, and sanitary rental housing of modest (non-luxury) nature with suitable amenities.

Farmers Home Program (Section 8/515). Pursuant to an Agreement (dated June 23, 1976) between HUD and the Farmers Home Administration (FmHA), Section 8 assistance is provided to tenants in projects newly constructed in rural areas under Section 515 of the Housing Acts of 1937 and 1949.

Federal Assistance Award Data System (FAADS). A system established by the Director of the Office of Management and Budget (OMB), on April 8, 1980, for collecting computerized uniform information on federal domestic financial assistance actions.

File. In data processing, a meaningful collection of related records treated as a unit.

FHA (Federal Housing Administration). An insuring entity established by legislation, administered by the Assistant Secretary for Housing, which is responsible for the Department's various mortgage insurance programs.

FHEO (Fair Housing and Equal Opportunity). Major Departmental organization headed by an Assistant Secretary responsible for Government-wide fair housing programs and for equal opportunity activities within the Department.

FmHA (Farmers Home Administration). Major organization within the U.S. Department of Agriculture responsible for administering rural housing and rural community development programs.

Freestanding. A component of the voucher program used to compare the voucher program with the certificate program.

Fund Assignments. The administrative distribution of program funds to the Regional Administrator. Fund assignments are administrative control devices, but do not represent official allotments subject to Sec. 3679 of the revised statutes.

Fund Year. The Federal Fiscal Year (FY) for which funds are

appropriated to the department for annual and multi year appropriations.

Grant. An amount of money awarded or loaned by the Federal Government to states, metropolitan cities, urban counties, Indian tribes, private non-profit organizations, local communities, and other governmental entities to buy, build, renovate properties, restore neighborhoods, foster local jobs, and to provide supportive services to families and individuals.

Grantee. The legal recipient (private or public entity) of a grant.

Gross Rent. The contract rent plus any allowance for utilities and other services.

Handicapped Person. Any adult having an impairment which is expected to be of long-continued and indefinite duration, is a substantial impediment to his or her ability to live independently, and is of a nature that such ability could be improved by more suitable housing conditions. Examples: Visual or hearing impairments and other physical mobility handicaps. A person is also considered handicapped if he or she is developmentally disabled or chronically mentally ill.

Hardware. Electronic or mechanical equipment used in data processing.

Host. A large (mainframe) computer on which major data processing systems reside.

Housing Assistance Payments. The monthly payments made by the contract administrator to the owner of an assisted unit on behalf of the family as provided in the contract. In some instances, it is an additional monthly payment to the family if the utility allowance is greater than the total family contribution, in which case, the family is paid the difference between the two, so that the allowed total family contribution is not exceeded.

Housing Assistance Payment Agreement (Agreement to enter into a Housing Assistance Payments Contract. A written agreement between the owner and the contract administrator which provides that, upon satisfactory construction completion of the project in accordance with the HUD-approved final proposal or rehabilitation plans, the administrator will enter into the Hap contract with the owner. The signing of this Agreement is the basis upon which HUD establishes a project as having started (paper started) construction, substantial or moderate rehabilitation.

Housing Assistance Payments Contract (HAP Contract). The contract entered into by the owner and the contract administrator upon satisfactory construction completion of the project, which sets forth the rights and duties of the parties with respect to the project and the payments under the Contract.

Housing Finance and Development Agency (HFDA). State agency authorized to apply for Section 8 assistance from a set aside of Section 8 funds.

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Housing Finance Agency (HFA). State or local agencies responsible for financing and preserving privately owned low-and-moderate-income housing within the state or locality. A type of HFDA which provides permanent financing without Federal Mortgage Guarantees for newly constructed or rehabilitated housing.

Housing Voucher Program. Section 8 program where private owners receive from PHAs a monthly amount of housing assistance payment which is determined by subtracting 30 percent of a family's monthly adjusted income from the payment standard amount. Housing Vouchers are different from Certificates in that they provide tenants greater freedom of choice in selecting housing and a different payment standard. They are issued on a five-year contract term.

HUD. The Department of Housing and Urban Development or its designee.

HUD Locality. Geographic identifier of a project's location, as defined in the Geographic Code System, HUD Handbook 2160.10.

HUDNET. HUD's Teleprocessing Network which is a Nationwide telecommunications network linking Regional and Field Offices with HUD Computer Center and other mainframe computer sites.

Identification Number. The Section 8 application/proposal number (IFP/NOFA, PHA/HFDA, Preliminary Proposal, or Project Number) which uniquely identifies each record in the Section 8 MIS regardless of the entry stage.

Immediate Access. A database language designed for the end-user to query and update a database with an immediate response.

Indian Housing. Dwellings with Section 8 assistance administered by an Indian Housing Authority.

Initial. Reporting an action to the Section 8 MIS for the first time.

Initial Lease-up (ILU). Indicates the first lease executed between a Section 8 assisted tenant and an owner.

Input. Data which is entered into a computer.

Interactive. A concept of immediate response in automated data processing that implies a back-and-forth or receipt-response procedure.

Interface. A transfer or interchange of compatible data between two or more systems.

Invitation For Proposal/Notice of Fund Availability (IFP/NOFA). The notice published by HUD announcing the availability of contract (funding) authority for housing assistance and inviting the submission of proposals.

LAN (Local Area Network). A system of computers, terminals, and databases connected by communications lines to provide shared access to a centralized local database.

Lapsed Authority. The amount of budget authority which remains uncommitted after all related contract authority has been committed to contract.

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Lease. A written agreement between an owner and an eligible family for leasing of a decent, safe and sanitary dwelling unit in accordance with the applicable contract and the HUD regulations.

Liquidation. The process of satisfying the Government's financial obligation, either through the disbursement of cash or the establishment of an account payable. Liquidation may also be accomplished by the transfer of obligations scheduled to be liquidated during the current year from one fund symbol to another designated to be used for paying such obligations.

List Title Command. System 2000 method of structuring adhoc report format.

Loan Management. An existing housing program designed to provide Section 8 assistance to tenants in HUD-insured projects (or HUD-held projects). It is administered by HUD (a PHA does not administer) for HUD-insured projects. Its objective is to reduce claims on HUD insurance by stabilizing the project finances. For HUD-held projects, the program is intended to reduce the foreclosure rate.

Local Housing Authority (LHA). A governmental entity (a PHA), authorized under state law usually as an independent public body, to assist or engage in the development or operation of low-income housing. This organization is below the State level. See PHA.

Lower-Income Family. A family whose income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80 percent on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs, unusually high or low incomes, or other factors.

Management Review. Examination by the responsible Section 8 management organization of the Field Office of a project or PHA (via funding increments).

Management Stages. Processing steps for the Section 8 Program reported and recorded in the Section 8 MIS, including operations, management review, and occupancy information.

Maximum Unit Rent. The dollar amount stated in the contract as the

highest level to which contract rents may be raised, as a result of HUD-approved rent increases; that dollar amount shall be adjusted periodically in accordance with regulations.

Minor. For the purpose of the Section 8 program, includes only persons age 17 and younger other than the head of household and his/her spouse. Persons aged 18 or over, other than the head of household or his/her spouse may be counted as "minors" if he/she is a full-time student. Although foster children may be counted as family members for establishing appropriate unit sizes, foster children may not be counted as "minors" for purpose of adjustments to income.

MIDLIS (Multifamily Information Processing System). A computerized system for tracking Multifamily Insured Loan and Direct Loan projects. MIDLIS is being phased out as MIPS is being phased in.

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MIPS (Multifamily Information Processing System). An automated information system which permits HUD to monitor the financial and managerial performance of Multifamily housing projects.

Moderate Rehabilitation Program. A housing program that provides Section 8 assistance to tenants residing (or to be housed) in units requiring moderate rehabilitation (improvements of a modest nature and other than routine maintenance). Public Housing Authorities (PHAs) administer the program (excluding the Moderate Rehabilitation Section 202/8 programs and Moderate Rehabilitation Property Disposition).

Modernization. A Program authorized by Section 14 of the Housing Act of 1937 for upgrading low-rent Public and Indian housing projects.

MTCS (Multifamily Tenant Characteristics System). An automated system which maintains data on selected demographics characteristics of residents in public housing projects and other HUD assisted housing.

National Database. Created monthly at headquarters central computer facility by merging all regional databases. Accessible only to Headquarters personnel.

Neighborhood Strategy Areas (NSA) Program. A program designed to provide Section 8 assistance to tenants, in neighborhoods, selected by local governments that are in need of concentrated revitalization, for structures requiring substantial rehabilitation.

Now Construction. Newly constructed housing for which, prior to the start of construction, an agreement to enter into a HAP contract is executed between the owner and HUD or the PHA.

Notification Letter. HUD Field Office communication of approval(s) to PHA or private owner, e.g. Proposal/Application Approved (Reservation of Budget Authority).

Numeric - (N). A character set that contains the digits 0-9 only.

Obligations Incurred. Stated amounts in notification letters or ACC lists issued during a given period which will require payments during the same or a future period. Such amounts will include disbursements to pay obligations not preceded by the recording of obligations and will reflect adjustments for differences between obligations previously recorded and actual disbursements for those obligations.

Obligatory Contract. A contract signed by HUD and the project administrator, may be an ACC or a HAP Contract, which commits the U.S. Government (HUD) to make payments to a PHA or private owner on behalf of Section 8 Tenants for a specified time period.

Occupancy. The measure of leased units by tenants in Section 8 assisted and/or unassisted project units.

Off-line. Mode referring to terminal activity performed without access to the Host processor (mainframe) computer.

On-line. Mode referring to terminal activity performed in communication with the Host processor (mainframe) computer.

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Operating Subsidies. Payments authorized by Section 9 of the U.S. Housing Act Of 1937, for operating costs of low-rent public housing projects to assure the low-income character of the projects involved.

Operations (Management Stages). Processing steps reported and recorded for the Section 8 Program in the Section 8 MIS which include the tenant occupancy and management review stages after a project completion (HAP/ACC contract) stage.

Opt Out. Option available, at the end of specified periods, whereby owners or PHA/HFDAs may elect to renew or cease participation in the Section 8 Assistance Payments program.

- (1) A Section 8 New Construction (Part 880) or Substantial Rehabilitation (Part 881) project where the owner has the sole option to renew for an additional term of assistance under the Section 8 Housing Assistance Payments Program, but elects not to renew; or
- (2) A Section 8 Loan Management Set-Aside project (Part 886, Subpart A) where the owner and HUD do not agree to renew the Section 8 housing assistance payment contract for an additional term.

Outlays. Expenditures of funds (disbursements). Checks written by the Federal Government, less payments received.

Output. Computer results such as answers to mathematical problems, statistical or accounting figures, and production and workload reports.

Overlay. To replace a data element's value with a new value.

Owner. Any person or entity (including a cooperative or a public entity which qualifies as a PHA), having the legal right to lease or sublease housing units.

For the Property Disposition program, the owner (including a cooperative entity) is the purchaser/mortgagor of a HUD-owned project.

For the Section 202 program, the owner is considered the borrower (nonprofit entity separate from the Sponsor) who has the necessary legal authority to finance, acquire (with or without moderate rehabilitation), construct, or substantially rehabilitate and maintain the project, and to apply and receive the Section 202 direct loan and execute a mortgage in connection therewith as the legal owner of the project.

Participant. A family becomes a participant in the Section 8 program when the PHA or HUD executes a contract with an owner for housing assistance payments on behalf of the family.

Pass. To provide data to one automated system from another by means of a computer program.

Password. A string of characters that must be correctly specified by the user to gain access to a database. The passwords protect the database from unauthorized access. A password can be a master password or a secondary password.

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Payment Standard. A payment standard is an amount used to calculate the housing assistance a family will receive in the PHA's Housing Voucher Program. The PHA must establish a schedule of payment standard amounts by unit size and Fair Market Rent area. There is only one payment standard schedule in effect at any given time.

PC&R Unit. Processing Control and Reports Unit normally in the Housing Programs Branch, Field Office Housing Development Organization. Refer to Handbook 1171.1, REV- 3.

Post. To add data to a database record or to create a new database record.

Post-Processing Data Quality. Assurance of currency, accuracy and completeness of data resident in the Section 8 MIS after edit and update processing. Headquarter, Field Office, and Regional Housing

functions are supported by data quality reports.

Program Accounting Systems (PAS). Program Accounting Systems to which the Regional Accounting Division (RAD) enters Section 8 Reservation and Contract data from which the data is interfaced to the Section 8 MIS.

Program Type. The development method of providing housing for eligible families under the Section 8 Program as follows:

- (1) New Construction (New)
- (2) Substantial Rehabilitation (Rehab)
- (3) Existing Housing
- (4) Moderate Rehabilitation (Mod Rehab)
- (5) Housing Vouchers.

Program Utilization - Existing Housing, Housing Vouchers, Moderate Rehabilitation. Measurement by which HUD may monitor the issuance of Certificates of family participation and Housing Vouchers and the degree of success experienced by program applicants in locating and leasing suitable rental housing and to identify the number of families receiving Section 8 housing assistance. It also enables HUD to adequately determine the amount of funds needed by PHAs to meet their financial obligations and to identify those projects where a reduction in the number of units under ACC is required due to underutilization by the PHA.

Program Utilization - New Construction, Substantial Rehabilitation, Section 202/8. A measurement used by HUD to determine the rate at which units of Section 8 programs are leased during rent-up periods and annually; to minimize exposure to vacancy losses; to determine project and Section 8 program vacancy rates; to determine the extent of assisted vs. unassisted units in a project; to identify and document cases where a reduction in the number of contracted units is required due to underutilization; and to determine the number of Section 8 units that are leased to elderly, handicapped or disabled tenants.

Project Accounting Data Form (PAD). Project Accounting Data form, Form HUD-52540 or Modified Form HUD-52540, on which the organization of the Field Office responsible for the Section 8 program(s) report reservation data to the Regional Accounting Division for input to AHAS or PAS.

Project Address. The street, city, state, and zip code of a project's physical location.

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Project Dump. See Data Pull.

Project Print. See Data Pull.

Project Record. Collection of data describing a single project in the

Section 8 MIS.

Project Number. The identification number assigned by the HUD Field Office to an application or proposal upon receipt. Refer to the Project Configuration paragraphs of each Chapter of this Section 8 Reporting Instructions Handbook, 4050.5 REV-1, for the various configurations based on the type of Section 8 program.

Project Type. Type of project ownership and administrator relationship (e.g., private-owner/HUD, private-owner/PHA, or PHA-owner/HUD).

Property Disposition. Term refers to disposition by sale of FHA-insured property foreclosed on and acquired by the Department.

Property Disposition Section 8 Program. HUD owned (acquired) properties which are sold to purchasers with the stipulation that the units be leased to tenants under the Section 8 program. Projects can be sold as Existing Housing (as is), under the Moderate Rehabilitation program, or under the Substantial Rehabilitation program.

PRTLST. HUD software on the Unisys which will list all print files directed to the terminal site identification code entered at the time of terminal-to-host sign on and directs the output of previously created print files to a specified terminal site identification for printing.

Public Housing Authority (PHA). Any state, county, municipality, or other government entity or public body, (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of low-income housing.

Public Housing Authority Number. Number assigned by the HUD Field Office to a Public Housing Authority to give it a unique identification when it begins development or management of projects.

Public Housing Authority Address. Street, city, state, and zip code of the physical location of the PHA.

Query. The capacity of the Section 8 MIS to respond to questions transmitted to the computer through the on-line terminal. Answers are received at the terminal in an immediate response time mode.

Recapture. The lawful reacquisition by HUD of any amounts of money under contract unused due to cancellation or reduction amendments to the contract.

Recovery Procedures. The actions necessary to restore a system's operational capability and data files after a system failure or penetration.

Recurring Reports. Standard hard-copy formatted reports distributed to users on a regular automated basis.

Regional Accounting Division (RAD). The division in each Regional Office (RO) which has the accounting responsibility in HUD for the program disbursements within its geographic area.

Regional Database. Collection of all of each Region's Field Office data, resident at Headquarters central computer facility, updated daily by Field Office personnel. Regions may only access their own database; Headquarters may access all Regional databases.

Remote Job Entry (RJE) Printer. A printer that is part of a remote facility to which output can be directed from the host computer.

Rent Supplement. Supplemental payments to owners of private housing on behalf of qualified low-income tenants.

Rental Rehabilitation. Grants to cities and states for rental housing rehabilitation. These grants, authorized by Section 17 of the Housing Act of 1937, as amended by the Housing and Urban-Rural Recovery Act of 1983, are designed to attract private financing to rehabilitation.

A component of both the Voucher and Certificate Programs, used to assist families who live in projects to be rehabilitated whether or not they remain in the rehabilitated units, and families from the PHA's waiting list who agree to move into rehabilitated projects.

Repeating Group. Collection of related data elements appended to a database record for each occurrence of the elements contained within the database.

Report Writer. System 2000 method used to structure complex ad hoc formatted reports. More sophisticated than List Title Command.

Reservation. An administrative commitment by the Department of program or administrative expense funds in the accounting records for future obligation.

Reservation of Contract Authority. HUD conditional allocation of dollars and units to an obligatory contract with a PHA or owner for a specific project.

Resource Allocation Guidelines System (RAGS). A system operated by the Office of Budget (Administration) in Headquarters combines staff-year and program workload data to develop planned and actual staffing-to-workload ratios. RAGS data are used for budget justifications and as part of the staff allocation process to the Region.

Restoration. The portion of an unobligated amount previously returned to Treasury from a given fund symbol which is reinitiated to that fund symbol and made available.

Retrieval commands. A broad range of user-oriented commands providing the user the capability of retrieving and manipulating stored information from a database.

Screen. Video picture displaying data and/or accepting data for edit/update to the Section 8 MIS.

SEAS (Section 8 Accounting System). An automated accounting system used by Regional Offices to account for and report on disbursements in the Section 8 programs.

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Secretary/Held-Owned. Property which has become a part of HUD inventory. If "held" (or assigned), HUD has paid insurance benefits but has not acquired the property. If "owned", HUD has paid insurance benefits and holds the property's title.

Section 202/8 Program. Provides direct Federal loans used in combination with Section 8 housing assistance for newly constructed, substantially or moderately rehabilitated residential projects to serve elderly or non-elderly handicapped families and individuals. Certain services must be provided; such as health, continuing education, recreational, welfare, counseling, etc, (reference 24 CFR Part 885).

Section 8 Program code. Code used to identify the sub program type of each major Section 8 Program Type.

Single Room Occupancy (SRO) Housing. A unit which contains no sanitary facilities or food preparation facilities, or which contains one but not both type of facilities, (as those facilities are defined in 24 CFR 882.109(a) and (b)), and which is suitable for occupancy by a single eligible individual capable of independent living.

Software. Programs written for computers.

Source of Financing. source of funds (type of financing) for a new construction and rehabilitation projects, such as Conventional, HUD Insured, Tax Exempt Bonds, etc.

Source Year (Fund Year). The Fiscal Year in which contract and budget authority to enter into contracts is given to HUD, irrespective of the year in which HUD makes the commitment or reservation.

State. Includes the several States, the District of Columbia, the Commonwealth of Puerto Rico, and the possessions of the United States.

State Housing Agency. A state agency (also referred to as a PHA), authorized to assist or engage in the development or operation of low-income housing. State Housing Agency includes those agencies authorized to do business with HUD as an HFDA.

Sub-assignments. The administrative distribution of program funds by the Regional Administrator to the Field Offices.

Subsidized Rent. The rent payable to the project based on the

particular circumstances of any assisted tenants in the absence of any Section 8 housing assistance payment.

Substantial Rehabilitation. The improvement of property to HUD requirements (decent, safe, and sanitary condition) requiring more than routine or minor repairs or improvements.

System 2000 (S2K). Proprietary software package which falls under the category of a generalized database management system.

System 2000 Database. A group of data values called data records organized in a hierarchial structure so that some data records are subordinate to others.

Termination. Action indicating that an Invitation for Proposal (IFP), proposal, or project has been terminated.

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Transaction. A temporary entity that is handled as an item or unit of traffic in a data processing application.

Turnaround Time. The total amount of time that it takes for batched data to be transmitted to the central computer facility, processed, transmitted back to the local Field Office and printed.

Unassisted Units. Dwellings not covered by Section 8 assistance but included in a project which includes assisted units.

Assisted Units + Unassisted units = Total Project Units.

Unit Size. Term used to characterize a dwelling unit as being distinguishable by the square feet of rentable floor space and the number of bedrooms it contains within the area of the floor space.

Update. The process of adding to, changing, or deleting data already stored in a database or file.

User. An individual who, in the course of the performance of his/her job, must provide input data to, or use information generated from, a computer-based processing system.

Utility Allowance. An amount that applies when the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the rent to owner and is instead the responsibility of the family.

Vacancy Payment. A housing assistance payment known as a "vacancy payment" (varies with the length of the vacancy period and is less after the first 60 days of any vacancy) is made to the owner when an assisted unit is vacant if certain conditions are fulfilled as provided in the contract.

Vacant Units. The number of units available for occupancy but not leased.

Very Low-Income Family. A family whose income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller or larger families.

Voucher (Housing). A document issued by a PHA declaring a family to be eligible for participation in the Voucher Program and stating the terms and conditions for the family's participation.

Work Station. A keyboard and video screen, or terminal, usually located in a user work area remote from the computer.

Write Off. The portion of a receivable which is determined by administrative action to be uncollectible, or very unlikely to be collected, and hence is removed from the outstanding receivable balance.

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ACRONYMS

ACC	Annual Contributions Contract
ADM	Administrative
ADP	Automated Data Processing
AHAS	Assisted Housing Accounting System
AN	Alphanumeric
ARN	Advanced Requirement Notice
CDA	Community Development Agency
CLU	Completed Lease Up
CPD	Community Planning and Development
DBD	Database Dictionary
DBM	Database Manager
DED	Data Element Dictionary
DEF	Data Entry Facility
EC	Execute Command Programs (EC Files)
EER	Error Edit Report
FAADS	Federal Assistance Award Data Systems
FH&EO	Office of Fair Housing and Equal Opportunity
FMR	Fair Market Rent
FO	HUD Field Office
FY	Fiscal Year
GCS	Geographical Code System
HAC	HTN Access Controller
HAP	Housing Assistance Payment
HCD	Housing and Community Development
HDD	Housing Development Division
HFA	Housing Finance Agency
HFDA	Housing Finance and Development Agency
HISD	Housing Information and Statistics Division (now ISD)

HSG	Housing
HTN	HUD Teleprocessing Network
HUD	Department of Housing and Urban Development
HQS	HUD Headquarters
IFP	Invitation for Proposal
IG	Inspector General
ILU	Initial Lease up date (first tenant lease signature date)
ISD	Information Systems Division (formerly HISD)
LM	Loan Management
LM	List Number
LSM	Language Specification Manual
MIA	Management Information Assistant
MIDLIS	Multifamily insured Direct Loan Information System
MIS	Section 8 Management Information System
MRP	Moderate Rehabilitation Program
MTCS	Multifamily Tenant Characteristics Systems
NDB	National Database
NOFA	Notice of Fund Availability
OFA	Office of Finance and Accounting
OMB	Office of Management and Budget
PAD	Project Accounting Data Form (HUD-52540)