

REPORTING SECTION 8 FUND RESERVATIONS/AMENDMENTS

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A. GENERAL RESERVATION REPORTING

1. Reporting Reservations. After the Field Offices'

Manager/Supervisor has established the application or proposal as approved, the reservation transaction is to be processed.

- a. The Regional Accounting Director (RAD) is to ensure that funds for a project are reserved within 24 hours from the date the reservation documents are received from the Field Office.
 - b. The Office of Budget (Housing), Funding Control Division, annually issues instructions for reporting reservation activity. Refer to these outstanding administrative instructions for specific reporting procedures and policies and for unique reporting during the first eleven months and the last month of a Fiscal Year.
2. Fiscal Year 1990 Appropriations. The Fiscal Year 1990 Appropriations Act (Act), P.L. 101-144 enacted November 9, 1989, and HUD Reform Act of 1989, P.L. 101-235 enacted December 15, 1989, requires separate appropriations for additional funding categories added in Fiscal Year 1990. Refer to Notice H 90-67 (HUD) Issued 9/18/90 expiring 9/30/91. Beginning in Fiscal Year 1990, appropriate recording, sub-assignment, and accounting for the additional funding categories in the Assisted Housing Accounting System (AHAS) and in the Program Accounting System (PAS) from appropriation accounts as follows:
- a. Account numbers 86x0164 - AHAS Program fund categories.
 - b. Account numbers 86x0194 - PAS Program fund categories:
 - (1) Housing Vouchers Contract Renewals
 - (2) Existing Certificates Contract Renewals
 - (3) Loan Management Extensions.
 - c. Account numbers 86x0195 - Program fund category reserved in PAS for Moderate Rehabilitation Single Room Occupancy (SRO).
3. Fiscal Year 1991 Appropriations. Beginning in Fiscal Year 1991, appropriate recording, sub-assignment, and accounting for additional funding categories in the Assisted Housing Accounting System (AHAS) and in the Program Accounting System (PAS) are as follows:
- a. Account numbers 86x0164 - AHAS Program fund categories:
 - (1) Housing Vouchers Public Housing Relocation - Relocation of tenants affected by the demolition or disposition of Public Housing.
 - (2) Housing Vouchers Self-Sufficiency

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- (3) Existing Housing Replacement Certificates - Replacement of Public Housing units that will be lost through demolition or disposition.

Note: This funding category replaces the Public Housing Homeownership Certificates, Assignment Code PDO. Funds for this category were never appropriated.

b. Account numbers 86x0164 - PAS Program fund categories.

- (1) New Construction/Substantial Rehabilitation Rental Assistance - Elderly

Elderly Rental Assistance/Metro
Elderly Rental Assistance/Non-Metro
Elderly Rental Assistance/Cost Amendments

- (2) New Construction/Substantial Rehabilitation Rental Assistance - Disabled

Disabled Rental Assistance
Disabled Rental Assistance/Cost Amendments

B. RECAPTURED SOURCE YEAR 1974. Contract Authority for this source year is rescinded and is not available for reuse.

C. METROPOLITAN/NON-METROPOLITAN FUNDING REQUIREMENTS

1. Metropolitan and Non-Metropolitan funding controls apply to budget authority beginning in Fiscal Year 1990, instead of to contract authority as in Fiscal Year 1989.
2. Section 101(b) of the HUD Reform Act of 1989, P.L. 101-235 enacted December 15, 1989, amends Section 213(d) of the HCD Act of 1974, to provide that non-metropolitan area allocation requirements only apply to funds subject to geographic (fair share) allocations.

The funding categories to which non-metropolitan allocation requirements apply and for which all funding requests must identify the metropolitan/non-metropolitan area designation by budget authority are as follows:

Housing Vouchers - Regular (Incremental Housing vouchers)

Existing Housing - Incremental Certificates

All Section 202 Regulars

Elderly Rental Assistance

Moderate Rehabilitation - Regulars

3. Funds not capable of geographic allocation are exempt from non-metropolitan statutory requirement.

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4. For reporting purposes, in addition to the statutory requirements, the metro/nonmetro designated reporting codes are to be reported in AHAS and PAS for all Section 8 program reservations as follows:

AHAS

"M" = Metropolitan

"N" = Non-Metropolitan

PAS

"1" = Metropolitan

"2" = Non-Metropolitan

Note: Matched to the Section 8 MIS as "M" or "N".

- D. SPECIAL RESERVATION PROCEDURES for STATEWIDE. For Reporting of the Application stage to toe Section 8 MIS for Statewide, refer to paragraphs 7-15 through 7-18 of Chapter 7 of this Handbook.
1. These procedures apply only to the Statewide Rental Rehabilitation Programs administered by a State Community Development Agency (CDA) where the administering certificate or Housing Voucher's Public Housing Authority (Local/State Housing Agency - PHA) is not known.
 2. The Field Office may reserve funds without receiving or approving a PHA's application to assure availability of Certificates and Vouchers in support of the State CDA Rental Rehabilitation Program after the State CDA selects the participating communities. specific PHA applications are required as soon as possible and must be approved and funds reserved no later than September 30, 1985.
 3. Upon receipt of the specific PHA application, the Field Office transfers the fund reservation from the special project number to the specific PHA funding increment (project) number.
 4. Under these special reservation procedures, a special Statewide project number is assigned to the Section 8 Certificate Program or the Housing Voucher Program configured as follows:
 - Position 1 and 2 - Identifies the Alpha State code.
 - Position 3 and 4 - Identifies the jurisdictional Field Office code
 - Position 5 - "E" for Existing Housing
"V" for the Housing Voucher Program
 - Position 6 through 8 - "999"
 - Position 9 through 11 - "999" for Existing Certificates

Fiscal year plus "1" for Housing Vouchers

For Example:	Certificates	MA06-E999-999
	Housing Vouchers	MA06-V999-FY1

5. A separate PAD is to be prepared by the Field Office for the Certificate or the Housing Voucher's special project number. The Field Office is not required to send a notification letter when receiving funds under these special project numbers.
6. Special reservations were used for Certificates in Fiscal Year 1984 (FY 84) only, and for Housing Vouchers in FY 84 and thereafter.

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E. PROPERTY DISPOSITION (PD) PROJECT RESERVATIONS

1. Section 8 contract and budget authority for Property Disposition projects are generally reserved in the name of the purchaser.

However, since the actual identification of the purchaser is not known until after public advertising; bid opening; and previous participation clearance; the reservation of Section 8 assistance for use with Property Disposition projects often has been unnecessarily delayed near the end of a fiscal year.

2. At the end of Fiscal Year 1983, it was administratively determined to reserve Section 8 assistance where the project is identified but the actual identification of the purchaser was not yet known.

To preclude similar delays at the end of the fiscal year when a Property Disposition purchaser is not yet known, the responsible Section 8 program staff personnel of the Field and Regional Offices are authorized to reserve all Property Disposition Section 8 funds which have been allocated for use in the sale of a particular HUD-owned project.

3. The staff member of the organization of the Field Office responsible for the Section 8 program shall insert in Block 8 of the PAD the name of the project to which the funds are allocated.

once bids are opened and the name of the selected purchaser is known, the name must be changed in the Assisted Housing Accounting System (AHAS) in accordance with corrections procedures and the selected purchaser's name is inserted in Block 8 of the Project Accounting Data form HUD-52540 (11/85).

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F. AMENDMENT REQUIREMENTS. An Amendment is a normal program action to increase or decrease the funding authority reserved.

1. The Field Office initiates all new amendment reservation actions.

The RAD verifies the availability of funds and enters into AHAS or PAS the reservation actions for the Section 8 program.

2. All fund authority increases or decreases to projects already reserved in a prior fiscal year are to be processed in AHAS and PAS as an amendment, regardless of the reason for the change or when the project was reserved.
3. If a unit increase or decrease requires an increase or decrease of funds, the transaction should be processed as an amendment in AHAS or PAS.
4. Amendment type code "C" (Block 2 of the Form HUD-52540 - AHAS) is to be used for project reserve amendment type of action "E" (amendment to increase only contract and budget authority).

The type code is applicable for use with Section 8 New Construction/Substantial Rehabilitation, all Loan Management (including Rent Supplement and RAP conversions), and Property Disposition projects.

5. Should units be increased at the reservation development stage, total and elderly (if applicable) units should be amended accordingly at the "received" stage. If they are decreased at the reservation development stage, do not decrease units at the "received" stage.
6. Amendments pertaining to units, dollars, and date of action at the production "approved" development stage related to a reservation are accomplished only by the Region.
7. Amendments for reserved elderly units mix (unrelated to funds or total units), which affect neither the amount of contract authority nor the total units, are processed by the organizations of the Field Office responsible for the Section 8 programs.

The responsible Section 8 program organization of the Field Office must notify the Regional Coordinator of the amendment. Based upon instructions from the Regional Coordinator, the Regional MID/MSD must "immediate access" the project record and correct it based upon the amendment.

This type of action is an amendment to change only the elderly units mix, which has no impact on either funds or total units.

- G. CORRECTION REQUIREMENTS. A correction is an action to correct an error made in the processing (e.g. typing, data entry, etc.) of the reservation.

All correction Project Accounting Data (PAD) forms are to be sent by Field Offices to the Regional Accounting Division for data entry to AHAS or PAS, from which the Section 8 MIS is automatically interfaced (refer below to paragraph S).

1. RESERVED IN A PRIOR FISCAL YEAR

- a. Changes to reservation data to correct an error in processing (e.g.: categories, names, dates, etc.) shall be processed as a correction. This includes increases or decreases to units only. If the increase/decrease requires an increase/decrease of funds, the transaction is to be processed as an amendment and not a correction.
- b. The responsible organizations of the Field Office for the Section 8 programs are to send corrective actions to the Regional Office for review and concurrence. When required, the Regional Office is to forward the request to Headquarters under a cover memorandum. In cases requiring Headquarters approval, the requests are to be directed to the Deputy Assistant Secretary for Operations, Attention: Funding Control Division.
- c. Regional corrective actions requiring Headquarters' approval prior to Regional data corrections in AHAS or PAS are as follows:

Form HUD-52540-A (AHAS)/Modified Form HUD-52540 (PAS)

- (1) Block 3: Program Type
- (2) Block 5: Subprogram Identification (not applicable in PAS)
- (3) Block 7: Project Number
- (4) Block 8: PHA/Private Owner Name

The Regional Office will be informed of Headquarter's approval by memorandum.

For Blocks 3, 5, and 7, the Regional Section 8 MIS Coordinator is to ensure that the approved change(s) is made to the Section 8 MIS before the RAD makes the change(s) in the AHAS or the PAS.

For guidance on corrections to Block 7, Project Number, refer to paragraph C of appendix 9 of this Handbook.

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- d. Regional corrective actions not requiring Headquarter's approval

Form HUD-52540-A (AHAS)/Modified Form HUD-52540 (PAS)

- (1) Block 6: Area
- (2) Block 9: Date of Prior Letter of Notification or Reservation Document was signed (not applicable in PAS)
- (3) Block 10: Date the Letter of Notification or Reservation Document was signed
- (4) Block 11: Term
- (5) Block 12; Units

Corrective actions pertaining to Blocks 6, 9 (AHAS only), 10, 11, and 12 (excluding funds) shall be authorized and corrected by Regional Offices.

For Block 6, the Regional Section 8 MIS Coordinator is to ensure that the approved change is made to the Section 8 MIS before the RAD makes the changes in the AHAS or PAS.

- 2. CORRECTIONS TO CURRENT FISCAL YEAR RESERVATIONS. Any corrective actions applicable to current fiscal year reservations are to be authorized in the Region, and the RAD is to process the corrective action(s) in the AHAS or the PAS.
- 3. Refer below to paragraph M for AHAS reporting instructions for correction PADS.

Refer below to paragraph Q for PAS reporting instructions for correction PADS.

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- H. TRANSFER REQUIREMENTS. This code applies to the inter-project transfer of funds and/or units reserved in a prior fiscal year.
- 1. In recent years, and in FY 90, recaptured Section 8 authority is rescinded and is, therefore, not available for use.
 - 2. The transfer of authority contractually committed by HUD requires

assignment, termination, or amendment of the contractual instrument (ACC, HAP Agreement, or HAP Contract) in order to release the authority for transfer. The procedures and legal instruments used to accomplish the assignment, termination, or amendment must be reviewed by HUD Field Counsel.

3. All approved transfers do not constitute recapture actions and are, therefore, not subject to the rescission of recaptures. The net effect of all transfer actions must not result in the recapture or reuse of contract and/or budget authority. In all cases, the transfer actions must net to zero.
4. At least two PADs must be completed; one PAD for the project from which units and/or funds are being transferred, and a PAD(S) for the project(s) to which units and/or funds are being transferred.
5. All transfers of prior year authority is to have written approval of the Deputy Assistant Secretary for Operations before the transfer action is taken. All requests for these transfer actions are to be submitted to the Deputy Assistant Secretary for Operations, Attention: Funding Control Division. The requests are to include the following data items:
 - a. Project Number
 - b. Private Owner Name (if non-PHA)
 - c. The amount of funds being transferred "to" and "from"
 - d. The Name/Jurisdiction of the affected Public Housing Agency(s) (PHAs)
 - e. The justification for the transfer.

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I. AHAS RESERVATION SUMMARY

1. The reservation or recapture of program funds under AHAS is accomplished using the Assisted Housing Project Accounting Data (PAD), Form HUD-52540 (11/85) as illustrated on the following page and Reporting Instructions from Form HUD-52540-A as explained below in paragraph L of this appendix.
2. The PAD is to be completed for each action relating to the reservation or recapture of units and contract and budget authority for a project.
3. The PAD is signed by the Regional Administrator or Field Office Manager and, along with supporting documentation, is transmitted to the Regional Accounting Division (RAD) in accordance with Handbook procedures for the appropriate program.

4. Signature authority may be delegated to the Division Directors of the organizations responsible for the Section 8 programs. This delegation of authority applies to signature of the PAD only and should not be delegated below the level stated here.

5. The applicable subprogram Identification codes to be used in preparing the PAD for AHAS entry are shown in The AHAS Table of Applicable Subprogram Identification Codes listed below in paragraph K of this appendix. These codes are updated on an as-needed basis. Additional AHAS fund recording beginning in Fiscal Year 1990 and Fiscal Year 1991, are as follows:
 - a. Existing Housing - Opt-Outs

 - b. Existing Housing - Public Housing Homeownership Support (replaced in Fiscal year 1991 by the Existing Housing Replacement Certificates - replacement of Public Housing units lost through demolition or disposition)

 - c. Cost Amendments - 202 Handicapped (sec. 162)

 - d. Loan Management Set-Asides (Loan management Preservations)

 - e. Public Housing Relocation Vouchers

 - f. Existing Housing Replacement Certificates

 - g. Housing Vouchers Self-Sufficiency

 - h. Section 203(a) Exception Authority - The Section 203(a) limitation applies to all Section 8 New Construction and Substantial Rehabilitation contract authority assigned and reserved during the fiscal year for projects with rents in excess of 110 percent of the Fair Market Rents (FMRs). This applies to authority reserved for Section 202/8 projects, including amounts for cost and unit amendments and authority for cost amendments to non-202 New Construction and Substantial Rehabilitation projects. The Section 203(a) limitation does not apply to authority assigned and reserved during the fiscal year for project reserve amendments for project management.

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J. AHAS PROJECT ACCOUNTING DATA (PAD) FORM HUD-54540 (11/85)

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K. AHAS TABLE OF APPLICABLE SECTION 8 SUBPROGRAM IDENTIFICATION CODES
FORM HUD-52540 (11/85) (BLOCK 5)

PROGRAM TYPE	SUBPROGRAM	CODE
HOUSING VOUCHERS	Opt-outs	(G)
	Public Housing Demolition	(B)
	Rental Rehabilitation	(R)
	Other Incremental (Freestanding)	(O)
	Statewide	(R)
	Housing Voucher Renewals (Pre FY90)	(F)
	Hsg. Voucher Self-Sufficiency(FY91+)	(S)
	Public Hsg Relocation Vouchers(FY91+)	(J)
EXISTING CERTIFICATES	Property Disposition	(D)
	Public Housing Demolition	(B)
	Section 23 Conversions	(C)
	Opt-Outs	(G)
	Replacement Certificates (FY91+)	(I)
	Regulars	(O)
	Rental Rehabilitation	(R)
	Project Self-Sufficiency	(S)
	Statewide (FY84 only)	(R)
EXISTING PROJECT-BASED	Property Disposition	(D)
	Loan Management (LM)	(L)
	Loan Management Preservations(FY90+)	(N)
	Rent Supplement Conversions	(K)
	RAP Conversions	(W)
	Section 202/8 Regular	(T)
	Section 202/8 Handicapped (Sec. 162)	(M)
MODERATE REHABILITATION	Section 202/8 Regular	(T)
	Section 202/8 Handicapped (Sec. 162)	(M)
	Section 23 Conversion	(C)
	Property Disposition	(D)
	Regular	(O)
	Homeless	(J)

NEW CONSTRUCTION	Section 202/8 Regulars	(T)
	Section 202/8 Handicapped (Sec. 162)	(M)
	Section 8/515 (FMHA)	(E)
	HFDA (Non-NSA)	(H)
	PHA-Owner (Non-NSA/Non-HFDA)	(P)
	Section 23 Conversions	(C)
	NSA (Non-HFDA)	(Y)
	NSA (HFDA)	(Z)
	Other (Non-NSA/Non-HFDA)	(O)
	SUBSTANTIAL REHABILITATION	Section 202/8 Regulars
Section 202/8 Handicapped (Sec. 162)		(M)
Section 8/515 (FMHA)		(E)
HFDA (Non-NSA)		(H)
PHA-Owner (Non-NSA/Non-HFDA)		(P)
Section 23 Conversions		(C)
NSA (Non-HFDA)		(Y)
NSA (HFDA)		(Z)
Property Disposition		(D)
Other (Non-NSA/Non-HFDA)		(O)

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L. AHAS REPORTING INSTRUCTIONS (FORM HUD-52540-A)
FOR COMPLETING PAD FORM HUD-52540 (11/85)

1. Block "TO". Enter the name and address of the Regional Accounting Division Director.
2. Block "FROM". Enter the name and address of the Regional Administrator or Field Office Manager.
3. Blocks "OFFICE CODES". Do not enter the Regional and Field Office Codes. This part will be completed by the RAD.
4. Block "CORRECTION". See instructions for correction PAD.
5. Block 1: Type of Action. Enter the type of action as described below using the appropriate code letter;
 - "N" - New. An initial reservation for the subject project. Complete Blocks 1, 3-8, 10-12.
 - "R" - New (Reinstatement). Do not enter. For RAD use.
 - "T" - Termination. A total termination of a previous reservation due to an official HUD action. Complete Blocks 1,3,4,7-11. See appendix 3, Termination/Inactivating After Reservations.

- "S" - Transfers. Applies to the inter-project transfer of funds and/or units reserved in a prior fiscal year. The net effect of the transfer action must be zero.
- a. At least two PADs must be completed; one PAD for the project from which units and/or funds are being transferred, and a PAD(s) for the project to which units and/or funds are being transferred.
 - b. In Block 1, enter code "S" and circle the type of transfer being action e.g.:

T (Termination)	G (Decrease)
N (New)	B (Unit Increase)
	E (Cost Increase).
 - c. Leave Block 4 blank and complete the remaining blocks according to the instructions for the type of transfer action you circled.
- "B" - Unit Increase. An amendment action increasing the number of total units and contract and budget authority associated with the increase in units.

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- "E" - Cost Increase only. An amendment increasing only contract and budget authority; project units remain unchanged.
- "G" - Decrease. Any amendatory action for all decreases to units and/or funds must use this code, and the amount(s) must be shown in parentheses in Block 12, e.g. contract authority (10,000). The decrease of any authority contractual instrument (ACC, HAP Agreement or HAP Contract) in order to legally release these funds. Therefore, for amendatory decreases (including Recaptures and Terminations) the contract amendment is to be included as part of the PAD package to the RAD.

6. Block 2: Amendment Type. use only with cost amendment increases (Action Type "A" or "E"). Any decreases to current fiscal year amendments using this code must be processed as current fiscal year corrections. see Instructions for Correction PADs.

Note: See the current fund reservation notice on policies and procedures for the reservation of assisted housing funds for applicable Amendment Type Codes.

7. Block 3: Program Type. Enter one of the following designated code letters:

"V" = Housing Vouchers
"N" = Section 8 New Construction
"R" = Section 8 Substantial Rehabilitation
"E" = Section 8 Existing
"M" = Section 8 Moderate Rehabilitation

8. Block 4: Type of Funds.

- a. For new reservations and amendments which increase the contract and/or budget authority. Enter the letter code for the type of funds being used to make the reservation, e.g.:

(P) Assigned Program Funds

(A) Assigned Amendments Funds, or

(R) Recaptured Funds (Use of).

If more than one type of fund is being used to make the reservation, prepare a separate PAD for each type of fund.

- b. When no funds are involved in the transaction, enter "N" for Not Applicable.

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- c. Leave this block blank for amendments, including termination, which decrease the contract and/or budget authority. Leave this block blank also for cancellation of current year authority or a recapture of prior year authority. The RAD will enter the applicable code.

9. Block 5: Subprogram Identification. For all reservation actions for Housing Vouchers and Section 8 Program Types, enter the appropriate one-letter subprogram code as identified in the AHAS Table of Applicable Subprogram Identification Codes listed before this section. The Table will be updated as the need arises.

10. Block 6: Area. Enter either codes for "M" for Metropolitan or "N" for Non-Metropolitan.

11. Block 7: Project Number. For Housing Vouchers and Section 8 enter the appropriate eleven character assigned project number.

Note: For actions involving either inter-project transfers or the conversion of projects from Section 23 to Section 8, both project numbers should be listed. The project number relating to the current action should be listed first; the related project number should be listed following the abbreviation "Ref:_____."

12. Block 8: PHA/IHA/Private Owner Name. Enter the name of the (Public Housing Agency/Indian Housing Authority/Private Owner) program participant as shown on the Notification letter.

13. Block 9: Date Prior Letter of Notification or Reservation Document Signed. Enter the date (month/day/year) of the most recent Notification or Reservation document. Not applicable to New (N,R) types of action.

14. Block 10: Date Letter of Notification or Reservation Document Signed. For Section 8 and Housing Vouchers.

a. During the first 11 months of a fiscal year the RAD shall enter the reservation date (month/day/year) displayed on the AHAS daily transaction listing.

b. During the last month of the fiscal year, the Regional/Field Office shall enter the date of the Notification Letter or Reservation Document for which a PAD is being submitted; a copy of the Notification Letter or Reservation Document must be attached. This includes documents for the termination of projects.

15. Block 11: Term. Enter the number of years for which HUD is obligated to pay annual contributions.

Note: For amendments enter the number of years remaining (rounded up, when necessary, to the nearest whole year) in the Annual Contributions/HAP Contract for the project.

16. Block 12: Unit and Fund selection. Complete this section for all new or amendatory types of action.

This section shall not be completed if Termination is shown in Block 1.

Complete Columns B through G for each source year of funds used in a new or amendatory action.

Column A: To be completed by the RAD.

Column B: Total Units. Enter the total number of assisted units for the subject project. If the type of action is an amendment, enter only that number of units increased or decreased. If units are being decreased, enter that number of units in parentheses, e.g., (25).

Column C: Elderly Units. Enter the number of elderly units included in the total units shown in column B. If units are being decreased, enter that number of units in parentheses, e.g., (25).

Column D: Source Year. Enter the contract and budget authority source year to which the reservation is charged, i.e., 1974 (1974 and prior) or the current fiscal year, e.g., 1990. When funds are recaptured or recaptured funds are used, enter in this column the letters

- (1) "RR" for funds recaptured from Source Year 1976 and subsequent
- (2) "74" for funds recaptured from Source Year 1974 (which includes Fiscal Year 1975) and prior.
- (3) If more than one source year of funds is used, enter the appropriate information for that source year funds on the second line of this column.

Column E: Contract Authority. Enter the amount of annual contributions contract authority being reserved for the project. If type of action is an amendment or a transfer, enter only the amount of the increase or decrease. If contract authority is being decreased, enter that amount of funds in parentheses, e.g., (\$25,000).

Column F: Budget Authority - Enter the amount of budget authority being reserved (the maximum total amount of annual contributions committed to a project over the term of the ACC or HAP Contract). If the type of action is an amendment or a transfer, the amount shown is the increase or decrease only. If being decreased, enter that amount of budget authority in parentheses, e.g., (\$25,000).

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Column G: Section 203(a) Exception Authority - Section 8 and Section 202/8 New Construction/Substantial Rehabilitation Contract Authority only. Enter the amount of Section 203(a) Exception authority applicable. If the type of action is an amendment, the amount shown shall be for increase or decrease only of the Exception Authority. For a decrease enter the amount of Exception Authority in parentheses, e.g., (\$1,000).

Note: There will be no instances where either a Section 8 or a Section 202/8 New Construction/Substantial Rehabilitation project will have loan authority reserved on this form.

Column H: To be completed by the RAD.

17. Date and Signature. The PAD must be signed and dated by the Office Manager/Regional Administrator. If the action taken involves current fiscal year funds, the PAD must be signed and dated no later than the last day of the fiscal year.

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M. AHAS INSTRUCTIONS FOR CORRECTION PADS: FORM HUD-52540-A

For corrections to data previously recorded in the AHAS, Field Offices must submit a Correction PAD as follows:

1. FOR CORRECTIONS TO PRIOR FISCAL YEAR TRANSACTIONS. For Section 8 and Housing Vouchers's approval, send request complete with Correction PAD to the Assistant Secretary for Housing - Federal Housing Commissioner, Attention: Funding Control Division.
2. FOR CORRECTIONS TO CURRENT FISCAL YEAR TRANSACTIONS. Any corrective action applicable to current fiscal year transactions (including recaptures) will continue to be authorized in the Regional Office and the Regional Accounting Division will process the corrective action in the AHAS.
3. FOR ALL CORRECTIONS. Complete a PAD (Form HUD - 52540) as follows:

- a. Correction. Place a check mark in the correction block for all corrections.
- b. Address. Complete the blocks marked "TO" and "FROM".
- c. Block 1: Type of Action. Leave blank. To be completed by OFA or the RAD, as appropriate.
- d. Block 7: Project Number. Enter the correct eleven character number for Section 8. Place in parentheses the incorrect project number for reference purposes.
- e. Blocks 2,3,4,5,6,8,9,10, and 11: (leave blank if corrections not needed) If any of these codes or data need to be corrected, enter the correct code or data in the appropriate block.
- f. Block 12: Unit and Fund Section. If the units and/or funds reserved for the subject project need to be corrected, enter the amount of difference, increase or decrease, needed to make the correction. If the amount of correction is a decrease, use parentheses, e.g., (10). If the source year is to be corrected, enter the accurate source year. Leave all columns blank where corrections are not necessary.
- g. Date and Signature. Make sure the correction PAD has been signed and dated by the Office Manager/Regional Administrator.

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N. PAS RESERVATION SUMMARY

- 1. The reservation of Contract Renewals for the funding categories is accomplished in PAS using the Modified PAD Form HUD-52540 (11/85) and the Modified Form HUD-52540-A as illustrated on the following page, with Reporting Instructions , as explained below in paragraph Q of this appendix. The applicable codes for reservations in the PAS are shown in The Table of PAS Applicable Codes listed below in paragraph P of this appendix.
 - a. Housing Voucher Renewals
 - b. Existing Certificates Renewals (for expired certificates)
 - c. Loan Management Extensions
 - d. Moderate Rehabilitation Single Room Occupancy (SRO)

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P. TABLE OF PAS APPLICABLE SECTION 8 RESERVATION CODES

PROGRAM	SECTION 8 HIS CODE SUB-ASSIGNMENT (SUBPROGRAM C1071)	PAS CODE	ASSIGNMENT/
Housing Voucher Renewals	*E	**PVE	PVE
Certificate Renewals	*E	**PCE	PCE
Loan Management Extensions	*Z	**PMZ	PMZ
Mod Rehab Homeless (SRO)	*H	**PRH	PRH
Elderly Rental Assistance (New/Rehab - Metro)	*S	**ERM	ERM
Elderly Rental Assistance (New/Rehab - Non-Metro)	*N	**ERN	ERN
Elderly Rental Assistance (New/Rehab - Cost Amendments)	*A	**EAC	EAC
Disabled Rental Assistance (New/Rehab - Non-Metro)	*F	**HRA	HRA
Disabled Rental Assistance (New/Rehab - Cost Amendments)	*U	**HAA	HAA

* Codes are to be entered as subprogram codes (C1071) for the applicable program in the Section 8 MIS only.

** Codes are to be entered in Block 3 of the modified PAD Form HUD-52540 (11/85).

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Q. PAS REPORTING INSTRUCTIONS FOR MODIFIED PAD FORM HUD-52540 (11/85)

1. Block "TO". Enter the name and address of the Regional

Accounting Division Director.

2. Block "FROM". Enter the name and address of the Regional Administrator or Field Office manager.
3. Blocks "OFFICE CODES". Do not enter the Regional and Field Office Codes. This part will be completed by the RAD.
4. Block 1: Transaction Code and Modifier. Enter the appropriate Modifier group. RAD will then select the correct transaction code and modifier for use in recording the reservation action (refer to paragraph R of this appendix.
 - "N" - New. An initial reservation of funds for a project for a particular program code.
 - "F" - Increase amendment or correction. A previous reservation under the same program code is being increased, e.g.:
 - An amendment to a current year fund reservation increasing the authority for a project for which an Annual Contributions Contract (ACC) has not been executed.
 - An amendment action increasing only the authority on a project, with the number of total units unchanged.
 - A correction entry increasing a previous reservation entered for the wrong amount.
 - "C" - Decrease Amendment - Cancellation. A current year reservation under the same program code is being canceled. The RAD will select the appropriate modifier based on whether funds have been disbursed on the project and whether all project funding is being canceled.
 - "CB"
 - "CF"
 - "D" - Decrease Amendment - Recapture
 - "DB"
 - "DF"
 - "R" - Decrease Amendment - Correction. A correction entry to decrease a current year reservation entered for a wrong amount.
 - "RF"
5. Block 2: Not Applicable.
6. Block 3: Program Code. Enter the code of the funds being used to make the reservation. These codes also are used on the assignment and sub-assignment documents.

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7. Block 3a: Fiscal Year/Allotment Code. The codes are printed on the PAD because they are the same for all transactions.
8. Block 4: Not Applicable.
9. Block 5: Not Applicable.
10. Block 6: Area. Enter either "1" for Metropolitan or "2" for Non-Metropolitan.
11. Block 7: Project Number. Enter the eleven alphanumeric number assigned by the Field Office (e.g., MA06V106001).
12. Block 8: PHA/IHA/Private Owner Name. Enter the name of the Public Housing Agency/Indian Housing Authority/Private Owner as shown on the Notification Letter.
13. Block 9: Not Applicable.
14. Block 10: Date Letter of Notification Reservation Document Signed.
 - a. During the first eleven months of a fiscal year, the RAD shall enter the reservation date (month/day/year) displayed on the PAS daily transaction listing.
 - b. During the last month of the fiscal year, the Regional/Field Office shall enter the date of the Notification Letter or Reservation Document for which a PAD is being submitted. A copy of the Notification Letter or Reservation Document must be attached. This includes documents for the termination of projects.
15. Block 11: Term. Enter the number of years for which HUD is obligated to pay annual contributions.
16. Block 12: Unit and Fund Section. Complete this section for all new or amendatory types of action.
 - a. This section shall not be completed if Termination is shown in Block 1.
 - b. Complete columns b, e, and f for the source year of funds used in a new or amendatory action.
 - c. Columns a and h are completed by the RAD.
 - d. Columns 12c, d, and g are not applicable.
17. Block 12: Unit and Fund Section (RAD use only).

Column 12a: To be completed by the RAD.

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- Column 12b: Total Units. Enter the total number of assisted units for the subject project. If the type of action is an amendment, enter only that number of units increased or decreased. If units are being decreased, enter that number of units in parentheses, e.g., (25).
- Column 12c: Elderly Units. Not Applicable.
- Column 12d: Source Year. Not Applicable (see Block 3a above).
- Column 12e: Contract Authority. Enter the amount of annual contributions contract authority being reserved for the project. If type of action is an amendment or a transfer, enter only the amount of the increase or decrease. If contract authority is being decreased, enter that amount of funds in parentheses, e.g., (\$25,000).
- Column 12f: Budget Authority. Enter the amount of budget authority being reserved. Budget authority is the maximum total amount of annual contributions committed to a project over the term of the ACC or HAP Contract. If the type of action is an amendment or a transfer, the amount shown is the increase or decrease only of budget authority. If being decreased, enter that amount of budget authority in parentheses, e.g., (\$25,000).
- Column 12g: Section 203(a) Exception Authority. Not Applicable.
- Column 12h: To be completed by the RAD.

18. Date and Signature. The PAD must be signed and dated by the Office Manager/Regional Administrator. If the action taken involves current fiscal year funds, the PAD must be signed and dated no later than the last day of the fiscal year.

R. PAS RESERVATION "DOCUMENT NUMBER": FOR SECTION 8 APPROPRIATION ACCOUNTS 86X0194/0195

The Section 8 MIS will only accept from PAS (input by RAD) the Document Numbers, Transaction (TAC), and Modifier codes listed below for funding categories under Appropriation accounts 86x0194/0195.

PAS	TAC	MODIFIER	DOCUMENT NUMBER
126	N		NEW (Initial Reservation) RENEW (Reinstatement) XFER (Transferred from another project, established in a prior fiscal year)
126	F		CANCL (Increase to correct cancel) RECAP (Increase to correct recapture) NEW (Correction to new that increases) COST (Cost amendment) UNIT (Unit amendment) PRIOR (Prior year adjustment, using prior source year data) XFER (Transfer to) COSTC (Correction to cost amendment increase) UNITC (Correction to unit amendment)
126	RF		NEW (Correction to new that decreases) COST (Correction to cost amendment to decrease) UNIT (Correction to unit amendment to decrease) PRIOR (Prior year adjustment to decrease) XFER (Transfer from)
126	D		RECAP (Recapture)
126	C		CANCL (Cancellation)

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S. AHAS/PAS/MIS CONFIRMATION REPORTS and PROJECT VALIDATION. The official Section 8 MIS daily computer-generated reservation confirmation reports, made available through Field/Regional Offices, @PRTLST tables (refer to Chapter 3, Paragraph 3-5.k. of the Section 8 TOG, I362.8), are as follows:

1. Field Office Reports

- a. F05AOXC - SECTION 8 MIS/AHAS INTERFACE REPORT - RESERVATIONS
- b. F05POXA - SECTION 8 MIS/PAS INTERFACE REPORT - RESERVATIONS

2. Regional Office Reports

- a. F05AOXB - SECTION 8 MIS/AHAS INTERFACE REPORT - RESERVATIONS
- b. F05POXB - SECTION 8 MIS/PAS INTERFACE REPORT - RESERVATIONS

The Field Office reports of F05AOXC/FO5POXA are computer-generated only when reservation data is interfaced to the Section 8 MIS from AHAS or PAS. However, the Regional reports of F05AOXB/F05POXB are generated every day reflecting when there is no reservation activity or when reservation data is processed.

- 3. Validation Procedure for Section 8 Projects (Project Inventory File Validation). A special validation procedure occurs at data entry time to the AHAS or PAS which allows the reservation to take place in AHAS or PAS provided specific data items match to the corresponding data item in the Section 8 MIS.

If the reservation is rejected by AHAS or PAS, the RAD is to notify the appropriate Field Office organizational staff to determine and correct the data problem in the Section 8 MIS. Corrections are to be made by Field Office staff via Form HUD-52491.CHG (refer to paragraphs I and J of appendix 9 of this Handbook) or by the Regional Management Information Division (MID) or Management Systems Division (MSD) via On-Line "immediate access". Corrections will pertain to the following Section 8 MIS database items,

- Project Number/C1004
- Program Type/C1036
- Project Area/C1037
- Subprogram Code/C1071

Whenever the following program projects are compared between AHAS and the Section 8 MIS, they are considered a match even though the Subprogram codes are different (due to the different tracking purposes of the Section 8 program organization(s) and the Office of Finance and Accounting (OFA)):

	Section 8 MIS		AHAS	
	Program Type/Subprogram		Program	
Type/Subprogram	(C1036)	(C1071)		
Existing Certificate				
Property Disposition:	"E"	"A"	"E"	"D"
Rental Rehabilitation				
Statewide Projects:				
Existing Housing	"E"	"X"	"E"	"R"
Housing Vouchers	"V"	"X"	"V"	"R"
HFDA Conversion:	"N"/"R"	"CH"	"N"/"R"	"C"