

REPORTING SECTION 8 OBLIGATORY CONTRACTS  
AHAS/PAS

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- A. OBLIGATORY CONTRACT DEFINITION. An obligatory contract is a contract which commits the U.S. government to payments on behalf of the Section 8 assisted tenants.
- B. TYPES OF CONTRACTS
1. An Annual Contributions Contract (ACC) executed between HUD and the administering Public Housing Authority (PHA)/Local Housing Authority, Housing Finance Development Agency (HFDA)/State Housing Authority, or with a private project owner.
  2. A Housing Assistance Payments (HAP) Contract executed between HUD and the project's owner (private or PHA) or sponsor.
  3. For the Fiscal year 1991 appropriated Project Rental Assistance obligatory amount, the Field Office will provide the RAD with the project rental assistance contract (PRAC). The PRAC contract is for a twenty year period subject to extension, based on

availability of funds.

C. CONTRACT PROCEDURES FOR THE SECTION 8 MIS

1. The only date that is retained in the Section 8 MIS is the original execution date and it should never be changed for amendments. However, if it is determined that the date is incorrect, the Regional Accounting Director (RAD) should correct the date in the Assisted Housing Accounting System (AHAS) through an update action type code or in the Program Accounting System (PAS) through the modifier/document numbers.
2. HUD obligatory contract data is never entered directly in the Section 8 MIS by Field Office personnel nor does Field Office personnel enter the contract data into the AHAS or the PAS.
3. The Regional Accounting Director (RAD) reports data on HUD's obligatory contracts to the AHAS or the PAS which passes the data to the Section 8 MIS via a daily automated interface.
4. For the processing of contract data in the Section 8 MIS database, refer to appendix 10 of the Section 8 MIS Terminal Operators Guide (TOG), 1362.8.
5. For contract numbers reporting and formats, refer to Handbooks 7420.1, 7420.2, and 7420.3.

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D. AHAS/PAS/MIS CONFIRMATION REPORTS. The official Section 8 MIS daily computer-generated contract confirmation reports, made available through Field/Regional Offices' @PRTLST tables (refer to chapter 3, Paragraph 3-5.k. of the Section 8 TOG, 1362.8), are as follows:

1. Field Office Reports
  - a. F05AOXD - SECTION 8/AHAS INTERFACE REPORT - CONTRACTS
  - b. F05PPXA - SECTION 8/PAS INTERFACE REPORT - CONTRACTS
2. Regional Office Reports
  - a. F05AOXE - SECTION 8/AH AS INTERFACE REPORT - CONTRACTS
  - b. F05PPXB - SECTION 8/PA S INTERFACE REPORT - CONTRACTS

The Field Office reports of F05 AOXD/F05PPXA are computer-generated only when contract data is interfaced to the Section 8 MIS from AHAS or PAS. However, the Regional reports of F05AOXE/F05PPXB are generated every day reflecting when there is no contract activity or when contract data is processed.

E. SPECIAL PROJECT NUMBER CHECK FOR SECTION 8 PROJECTS

1. A special edit has been built into AHAS/PAS which will not allow the recording of contract data in AHAS/PAS if the project's proposal/application data has not been first established in the Section 8 MIS.
2. If the project is not in the Section 8 MIS and the contract is rejected by AHAS/PAS, it will be the RAD's responsibility to notify the appropriate Field Office staff responsible for updating the Section 8 MIS and inform them of the deficiency prior to reentry of the contract into AHAS/PAS.
3. The Section 8 MIS project validation information pertains to the following data values:
  - a. Project Number/C1004
  - b. Program Type/C1036
  - c. Project Area/C1037
  - d. Subprogram Code/C1071

F. INPUT DOCUMENT AND RESPONSIBILITY

1. The contract is the source document for the preparation of the AHAS coding sheets.
2. The Section 8 Contract Data Coding Sheet is the AHAS/PAS input document.
3. The Field Office organization(s) responsible for the Section 8 programs initiates all contracts and forwards the Section 8 contract information to the RAD.

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4. The RAD must review all source documents for proper authorizations and completeness. Any essential data missing from a document must be obtained before entry into AHAS/PAS.
5. If a contract/contract amendment is received for a project and, as a result, the contract balances will exceed the reserved balances, it is essential that a contract amendment or a PAD be received from the Field Offices in order to immediately rectify this problem.
6. AHAS/PAS Contract Coding Sheets
  - a. Refer to paragraph G on the following page for an illustration of the AHAS Contract Data Coding sheet.

b. Refer to paragraph K on the following page for an illustration of the suggested PAS Contract Data Coding sheet.

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G. AHAS CONTRACR DATA CODING SHEET

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H. AHAS REPORTING INSTRUCTIONS: NEW (N) CONTRACT TRANSACTIONS

1. A new contract is defined as the first contract of units and contract budget authority for a project.

2. AHAS/Section 8 MIS Required New Contract Data Elements:

Line 2: TYPE OF ACTION. Enter a "K".

Line 3: PROGRAM TYPE. Enter the one character alpha code (identical to reservation stage) which represents the program type for each project.

"N" = Now Construction  
"R" = Substantial Rehabilitation  
"M" = Moderate Rehabilitation  
"V" - Housing Vouchers  
"E" - Existing

Line 4: PROJECT NUMBER. Enter the appropriate eleven character project number for the Section 8 project.

Line 5: ACTION CODE. Enter "N". Must not already have a contract number recorded for the entered project.

Line 6: CONTRACT NUMBER.

- a. HAP contracts, enter the eleven character project number.
- b. ACC contract, enter the six or seven character code as follows:
  - (1) Positions 1-2: enter two alpha characters including position 2 equal space where applicable (Example, KC or B ).
  - (2) Positions 3-6: numeric for an ACC.
  - (3) Position 7: For Section 8, position seven of the contract number is "E", "K", or "V".

Line 7: CONTRACT DATES.

- a. Initial Execution Date. Enter the initial execution date (signature date not effective date) of the contract. if the project is initially established through a contract amendment, then the signature date of that amendment is the initial date to be entered. The initial execution date must be equal or greater than the initial notification date.
- b. Latest Execution Date. For first time reporting, this date is the same as the initial execution date.

Note: For staged construction projects (Status Code 07, stage construction indicator = "Y" or "N"), the contract date is not posted to the Section 8 MIS until the final construction stage is reported (indicated when "Y" is entered as the stage construction indicator).

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Line 8: STATUS CODE. Enter the applicable two-digit status code indicating the correct project type.

07 - Section 8 projects under HAP contracts.

08 - Section 8 projects under ACC contracts.

Line 9: STAGE CONSTRUCTION INDICATOR. Enter only for Section 8 HAP contracts (Status Code "07"). Leave Blank for ACC

contracts (Status Code "08").

"Y" - Yes, if the Status Code "07" project is staged and ALL stages are completed.

"N" No, if a project is staged, but EVERY stage for the project is NOT completed.

Blank - If a project is not staged.

Line 10: FUND DATA.

a. Source Year.

b. Units. Must be positive.

c. Contracted Contract Authority. Enter the amount of annual contributions contract authority contracted yearly for the project.

d. Contracted Budget Authority. Enter the maximum total amount of annual contributions committed to a project over the term of the ACC or HAP Contract.

3. CONTRACT EFFECTIVE DATE. The effective date (not signature date) of the HUD obligatory Annual Contribution Contract (ACC) or Housing Assistance Payments Contracts (HAP). This date may be initially input or changed in the Section 8 MIS through use of the Form HUD-52491.CHG-1,2,3, refer to paragraph J, "Data Entry of C1000 via Form HUD-52491.CHG" of appendix 9 of this handbook.

4. CONTRACT EXPIRATION DATE. Expiration date of the HUD obligatory ACC or HAP contract. This date may be initially input or changed in the Section 8 MIS through use of the Forms HUD-52491.CHG-1,2,3, refer to paragraph J, "Data Entry of C1000 via Form HUD-52491.CHG" of appendix 9 of this handbook.

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I. AHAS REPORTING INSTRUCTION: UPDATE (U) CONTRACT TRANSACTIONS

1. A contract update is defined as a contract action changing (increase or decrease) the amount of units and contract budget authority previously contracted for a particular project.

2. AHAS/Section 8 MIS Data Elements Required to Update a Contract.

Line 2: TYPE OF ACTION. Enter a "K".

Line 3: PROGRAM TYPE. Enter the correct one character alpha code (identical to the reservation stage) which represents the program type for each project.

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

Line 4: PROJECT NUMBER. Enter the appropriate eleven character project number for the Section 8 project.

Line 5: ACTION CODE. Enter action code "U" which is used on any amendatory contract change to a project.

a. The Region and Field Office are to complete the first six lines of data on the Coding Sheet (Transaction Type through Contract Number). The remaining lines are optional, depending upon the nature of the correction or amendment action.

b. This action code may also be used to correct previously entered erroneous data.

Line 6: CONTRACT NUMBER.

a. HAP contracts, enter the eleven character project number.

b. ACC contract, enter the six or seven character code as follows:

(1) Positions 1-2: enter two alpha characters including position 2 equal space where applicable (Example, KC or B ).

(2) Positions 3-6: numeric for an ACC.

(3) Position 7: For Section 8, position seven of the contract number is "E", "K", or "V".

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Line 7: CONTRACT DATES.

a. Initial Execution Date. This line is used for correction purposes. if this date was previously reported correctly, leave blank.

b. Latest Execution Date. Enter the signature date of the latest contract amendment.

Note: For staged construction projects (Status Code 07, stage construction indicator = "Y" or "N"), the contract date is not posted to the Section 8 MIS until

the final construction stage is reported (indicated when "Y" is entered as the stage construction indicator).

Line 8: STATUS CODE. Enter the applicable two-digit status code indicating the correct project type.

07 - Section 8 projects under HAP contracts.

08 - Section 8 projects under ACC contracts.

Line 9: STAGE CONSTRUCTION INDICATOR. Enter only for Section 8 HAP contracts (Status Code "07"). Leave Blank for ACC contracts (Status Code "08").

"Y" - Yes, if the Status Code "07" project is staged and ALL stages are completed.

"N" - No, if a project is staged, but EVERY stage for the project is NOT completed.

Blank - If a project is not staged.

Note: For Staged Construction projects, the applicable Yes (Y) or No (N) indicator should be filled in on this line even if the only change is the other data elements

Leaving the indicator blank will change the project to a non-staged project.

Projects must also be updated with a Yes (Y) indicator and the applicable date upon completion of the final construction stage.

On cost increase contract amendments projects where all stages were previously completed and a "Y" indicator was previously entered, the "Y" indicator must be entered on each of these subsequent cost increase amendments. if a blank is indicated, the system will change the stage indicator to "N/A" (not applicable) for the project.

Line 10: FUND DATA.

a. Source Year. Must be 74 or RR. Must be entered for contract amendments changing contract and budget authority balances. Not required for contract amendments or data corrections not affecting contract and budget authority balances.

b. Units. Enter the change amount of the contract amendment or correction. May be positive or

negative. A negative must not reduce the contracted balance below zero.

c. Contracted Contract Authority. Enter the change amount of the contract amendment or correction.

- (1) May be positive or negative and up to 8 numeric positions.
- (2) The change should not cause the balance or contracted contract authority to exceed the reserved contract authority amount.
- (3) A negative must not reduce the contracted balance below zero.

d. Contracted Budget Authority. Enter the change amount of the contract amendment or correction.

- (1) May be positive or negative and up to 8 numeric positions.
- (2) The change should not cause the balance of contracted budget authority (entered below) to exceed the reserved budget authority amount.
- (3) A negative must not reduce the contracted balance below zero.

3. CONTRACT EFFECTIVE DATE. The effective date (not signature date) of the HUD obligatory Annual Contribution Contract (ACC) or Housing Assistance Payments contracts (HAP). This date may be initially input or changed in the Section 8 MIS through use of the Form HUD-52491-CHG-1,2,3, refer to paragraph J, "Data Entry of C1000 via Form HUD-52491.CHG" of appendix 9 of this handbook.

4. CONTRACT EXPIRATION DATE. Expiration date of the HUD obligatory ACC or HAP contract. This date may be initially input or changed in the Section 8 MIS through use of the Forms HUD-52491.CHG-1,2,3, refer to paragraph J, "Data Entry of C1000 via Form HUD-52491.CHG" of appendix 9 of this handbook.

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J. AHAS REPORTING INSTRUCTIONS: DELETE (D) CONTRACT TRANSACTIONS

1. A contract delete is defined as the complete deletion from AHAS/PAS of all contract data for a particular project under a contract.
2. AHAS/Section 8 MIS Data Elements Recruited for a Contract Delete.

- Line 2: TYPE OF ACTION. Enter a "K".
- Line 3: PROGRAM TYPE. Enter the correct one character alpha code (identical to the reservation stage) which represents the program type for each project.
- "N" = New Construction  
 "R" = Substantial Rehabilitation  
 "M" = Moderate Rehabilitation  
 "V" = Housing Vouchers  
 "E" = Existing
- Line 4: PROJECT NUMBER. Enter the appropriate eleven character project number for the Section 8 project.
- Line 5: ACTION CODE. Enter action code "D" which is used to remove contract data in a project.
- Line 6: CONTRACT NUMBER.
- a. HAP contracts, enter the eleven character project number.
- b. ACC contract, enter the six or seven character code as follows:
- (1) Positions 1-2: enter two alpha characters including position 2 equal space where applicable (Example, KC or B ).
- (2) Positions 3-6: numeric for an ACC.
- (3) Position 7: For Section 8, position seven of the contract number is "E", "K", or "V".
- Line 7: CONTRACT DATES.
- a. Initial Execution Date. Leave blank.
- b. Latest Execution Date. For a project that is terminated by a contract amendment, enter the signature date of the contract amendment.

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K. SUGGESTED PAS CONTRACT CODING SHEET

PAS CONTRACT  
 DATA CODING SHEET

TAC MODIFIER \_\_\_\_\_

PROGRAM CODE \_\_\_\_\_  
 FISCAL YEAR \_\_\_\_  
 ALLOTMENT NUMBER \_\_\_\_\_  
 REGION NUMBER \_\_\_\_\_  
 AREA NUMBER \_\_\_\_\_  
 DOCUMENT NUMBER \_\_\_\_\_  
 PROJECT NUMBER \_\_\_\_\_  
 BUDGET AUTHORITY \_\_\_\_\_  
 CONTRACT EFFECTIVE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 FISCAL YEAR END \_\_\_\_/\_\_\_\_ (MMDD)  
 CONTRACT NUMBER \_\_\_\_\_  
 CONTRACT AUTHORITY \_\_\_\_\_  
 CONTRACT TERM \_\_\_\_\_(MONTHS)  
 CONTRACT UNITS \_\_\_\_\_  
 EXECUTION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 CONTRACT EXPIRATION DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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- L. PAS REPORTING INSTRUCTIONS: NEW, UPDATE, DELETE TRANSACTIONS
1. A new contract is defined as the first contract of units and contract budget authority for a project.
  2. A contract Update is defined as a contract action changing (increase or decrease) the amount of units and contract budget authority previously contracted for a particular project.
  3. A contract delete is defined as the complete deletion from AHAS/PAS of all contract data for a particular project under a contract.
  4. PAS RESERVATION FOR SECTION 8 APPROPRIATION ACCOUNTS 86X0194/0195

The Section 8 MIS receives 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
153	N	New Updat	(New Contract) (Update to increase contract)
153	R	Updat Delet	(Update to reduce contract), (Update to remove contract)
153	D	Updat Delet	(Update to reduce contract) (Update to remove contract)
153	C	Updat Delet	(Update to reduce contract) (Update to remove contract)

5. Section 8 MIS Data Elements Required for a PAS Contract Processing

Line 1: TAC MODIFIER. The RAD is to enter the appropriate codes as defined above in paragraph L.4 of this appendix.

Line 2: PROGRAM CODE. The RAD enters the correct three character alpha code (identical to reservation stage) which represents the program type for each project.

"PVE" = Housing Vouchers Renewals

"PCE" = Certificates Renewals

"PMZ" = Loan Management Extensions

"PRH" = Moderate Rehabilitation SROs

"ERM" = New/Rehab Elderly Rental Assistance Metro

"ERN" = New/Rehab Elderly Rental Assistance Non-Metro

"EAC" = New/Rehab Elderly Rental Assistance  
Cost Amendments

"HRA" = New/Rehab Disabled Rental Assistance

"HAA" = New/Rehab Disabled Rental Assistance  
Cost Amendments

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Line 3: FISCAL YEAR. Not processed in the Section 8 MIS.

Line 4: ALLOTMENT NUMBER: Not processed in the Section 8 MIS.

Line 5: REGION NUMBER. Enter the appropriate two-digit HUD

standard Region code.

- Line 6: AREA NUMBER. Enter the appropriate two-digit HUD standard Field Office code.
- Line 7: DOCUMENT NUMBER. Enter the code which best describes the type of contract action as listed above in paragraph L.4.
- Line 8: PROJECT NUMBER. Enter the appropriate eleven character project number for the Section 8 project.
- Line 9: BUDGET AUTHORITY. Enter the maximum total amount of annual contributions committed to a project over the term of the ACC or HAP Contract.
- Line 10: CONTRACT EFFECTIVE DATE. The effective date (not signature date) of the HUD obligatory ACC or HAP Contract. This date may be initially input or changed in the Section 8 MIS through use of the Forms HUD-52491.CHG-1,2,3, refer to paragraph J, "Data Entry of C1000 via Form HUD-52491.CHG" of appendix 9 of this handbook.
- Line 11: FISCAL YEAR END. Not processed in the Section 8 MIS.
- Line 12: CONTRACT NUMBER.
- a. HAP contracts, enter the eleven character project number.
  - b. ACC contract, enter the six or seven character code as follows:
    - (1) Positions 1-2: enter two alpha characters including position 2 equal space where applicable (Example, KC or B )
    - (2) Positions 3-6: numeric for an ACC.
    - (3) Position 7: For Section 8, position seven of the contract number is "E", "K", or "V".
- Line 13: CONTRACTED CONTRACT AUTHORITY. Enter the amount of annual contributions contract authority contracted yearly for the project.
- Line 14: CONTRACT TERM. Enter the number of months for which the ACC or HAP contract is committed to by HUD.
- Line 15: CONTRACT UNITS. Not processed in the Section 8 MIS.

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Line 16: EXECUTION DATE. Enter the initial execution date (signature date not effective date) for the project. If the project is initially established through a contract amendment, then the signature date of that amendment is the initial date to be entered, The initial execution date must be equal or greater than the initial notification date.

Line 17: CONTRACT EXPIRATION DATE. Expiration date of the HUD obligatory ACC or HAP contract. This date may be initially input or changed in the Section 8 MIS through use of the Forms HUD-52491.CHG-1,2,3, refer to paragraph J, "Data Entry of C1000 via Form HUD-52491.CHG" of appendix 9 of this handbook.