CHAPTER 7
REPORTING SECTION 8
HOUSING VOUCHERS/HOUSING VOUCHER STATEWIDE
Form HUD-52491.3

7-1   CHAPTER OVERVIEW.

       A.   REFER TO PARAGRAPHS 7-15 THROUGH 7-18 OF THIS CHAPTER FOR
            REPORTING INSTRUCTIONS ON A HOUSING VOUCHER STATEWIDE PROJECT.

       B.   This Chapter describes procedures for reporting the following
            Section 8 Housing Voucher programs:

                 Rental Rehabilitation,
                 Regular Incremental (freestanding),
                 Public Housing Demolition,,
                 Public Housing Relocation Vouchers (FY 91+)
                 Housing Vouchers Self-Sufficiency (FY 91+)
                 Opt-Outs,
                 Housing Voucher Renewals, and
                 Housing Voucher Statewide (Paragraphs 7-15 through 7-18).

       C.   References in this Chapter to the Housing Funding Control systems
            pertain to systems which are officially designated by the
            Department for input by the Regional Accounting Division (RAD) of
            Reservation and/or Contract data which is automatically interfaced
            daily to the Section 8 MIS. The Assisted Housing Accounting
            System (AHAS) and the Program Accounting System (PAS) are system
            examples.

       D.   State Code abbreviations, Field Office Codes, County Code(s),
            Locality Code(s), SMSA Code(s), Congressional District Code(e),
            and Central City Indicators are to be selected for reporting from
            the Headquarters' computer-generated Field Office reports of
            D71AAC-A and D71AAC-B, entitled "Geographic Code System Population
            and SMSA Report". For report samples, refer to appendices 1 and 2
            of the User Guide for Geographic Code System, I-160.10 Rev.1. For
            information on these reports, contact the following Headquarters'
            organizations:

            1.   The Office of Information Policies and Systems, Systems
                 Engineering Group, Project Management Staff, AIS.

            2.   The Office of Information Policies and Systems, Systems
                 Engineering Group, Administrative Systems Divisions,
                 Administrative Support Systems Branch, AISAA.

7-2   FORM HUD-52491.3. The responsible Section 8 Program organizational
       staff member, after completion of each development stage on the form,
       is to initial, date, and submit the green copy (where applicable) to
       the assigned program data entry staff member(s) for data entry to the
       Section 8 MIS. The assigned data entry staff member(s) is to initial
       and date the form upon completion of the data entry session. Refer to

Figure 7-1 on the following page for an illustration of the form.

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Figure 7-1

7-3 SUBPROGRAM TYPES AND FUNDING INCREMENT CONFIGURATIONS
     HOUSING VOUCHERS
     FORM HUD-52491.3 (FRAMES 3F1/3F2)

     A.   SUBPROGRAM TYPES

          Rental Rehabilitation (funded from Statewide)

          Regular Incremental (Freestanding)

          Public Housing Demolition

          Public Housing Relocation Vouchers (FY 91+)

          Housing Vouchers Self-Sufficiency (FY 91+)

          Opt-Outs

          Housing Voucher Renewals (Prior to Fiscal Year (FY) FY90)

          Housing Voucher Renewals (FY 90+)

     B.   FUNDING INCREMENT CONFIGURATIONS

1. HOUSING VOUCHERS

   a. Positions 1 and 2: Federal Standard alpha State code
      applicable to the state in which the allocation area is
      located. Refer above to paragraph 7-1.D.

   b. Positions 3 and 4: HUD Standard numeric code for the
      Field Office having jurisdiction over the allocation
      area. Refer above to paragraph 7-1.D.

   c. Position 5: "V".

   d. Positions 6 through 8: The three-digit serialized
      number starting with "001" issued by the Field Office to
      identify the PHA (Non-HFDA/HFDA (state or local housing
      agency)) administering the Funding Increment.

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

      Example: MA06V001001

2. (RESERVED FOR FUTURE HOUSING VOUCHER SUBPROGRAMS)

4050.5 REV-1

CHAPTER 7

7-4 APPLICATION RECEIVED
     HOUSING VOUCHERS
     FORM HUD-52491.3 (FRAMES 3F1/3F2)

The Federal Standard numeric State code (C1043) in the Section 8 MIS
is computer-generated from positions 1 and 2 of the Funding/Project
Number.

A. 3F1, Block 1: Date Received (MM/DD/YY). Enter the date (Example,
                  04/11/90) of Field Office receipt of the
                  application, form HUD-52515 or HUD-52515A.

B. 3F1, Block 2: Total Assisted Units. Enter the total number of
                  assisted units (elderly and family) indicated on
                  the Application.

C. 3F1, Block 3: Total Elderly Units. Enter the total number of
                  elderly units in the application. If none, leave
                  blank.

D. 3F1, Block 4: Program Type. Select the code representing the
                  application's method of development.

                  Check Only:

"V" = Housing Voucher

E. 3F1, Block 5A: Project Area. Select the correct letter code
                    representing the funding allocation or project
                    area.

                    Check One:

                    "M" = Metropolitan Area
                    "N" = Non-Metropolitan Area

F. 3F1, Block 5B: Section 8 Subprogram Code. If single code, enter
                    in first position, leave second position blank.
                    Enter the designated letter code as follows:

                    "R" = Rental Rehabilitation
                    "R" = Rental Rehabilitation (from Statewide)
                    "O" = Regular Incremental (freestanding)
                    "B" = Public Housing Demolition
                    "J" = Public Housing Relocation Vouchers (FY 91+)
                    "S" = Housing Voucher Self-Sufficiency (FY 91+)
                    "G" = OPT-OUT
                    "F" = Housing Voucher Renewals
                    "E" = Housing Voucher Renewals (FY90+)

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G. 3F1, Block 6:   County(s). Enter the three-digit Federal Standard
                    county code(s) selected as described above in
                    paragraph 7-1.D.

                    1.   If there are more than five counties involved,
                         select the five counties that best represent
                         the locations of the funding or project areas.

                    2.   The first county entered should represent the
                         county with the largest number of assisted
                         and/or unassisted units.

                    3.   The first county entered represents the Prime
                         County Code (C1080) in the Section 8 MIS.

H. 3F1, Block 7:   Locality Code(s). Enter where applicable (refer to
                    Handbook 7420.3 REV-2 CHG 4). Enter the four-digit
                    place/locality code(s) selected as described above
                    in paragraph 7-1.D.

                    1.   If there are more than five localities
                         involved, select the five localities that best
                         represent the locations of the funding or
                         project areas.

2.   The first locality entered should represent
                  the locality with the largest number of
                  assisted and/or unassisted units.

             3.   The first locality represents the Prime
                  Locality Code (C1041) in the Section 8 MIS.

I. 3F1, Block 8: Locality Name. Up to 25 characters, enter the
                   "Place/County Name" corresponding to the first
                   Locality Code entered in 3F1, Block 7.

                   Note: The Locality Name entered represents the
                   Prime Locality Name (C1042) in the Section 8 MIS.

J. 3F1, Block 9: SMSA(s) (Standard Metropolitan Statistical
                   Area(s)). Enter the four-digit Federal Standard
                   SMSA Code(s) corresponding to each Locality Code
                   entered in 3F1, Block 7. Select the SMSA code as
                   described above in paragraph 7-1.D.

             1.   If there are more than five SMSAs involved,
                  select the SMSAs that best represent the
                  locations of the funding or project areas in
                  conjunction with the Locality codes entered in
                  3F1, Block 7.

             2.   Enter "9999" if 50 percent or more of the
                  units are not in an SMSA.

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    4050.5 REV-1

    CHAPTER 7

K. 3F1, Block 10: Central City. Select the item indicating whether
                   or not the funding area is located within the
                   central city of an SMSA determined as described
                   above in paragraph 7-1.D.

                   Check One:

                   Yes

                   No

L. 3F2, Block 11: Congressional District(s). Enter the two-digit
                   Federal Standard Congressional District Code(s),
                   selected as described above in paragraph 7-1.D,
                   representing the funding or project area(s).

             1.   If there are more than five Congressional
                  Districts, select the five that best represent
                  the funding or project areas.

2. The first Congressional District entered should represent the District with the largest number of assisted and/or unassisted units.

M. 3F2, Block 12: HUD contractual Relationship. Select the code representing the entity with which HUD will sign an Annual Contributions Contract (ACC).

Check One:

"A" = State Housing Agency; an ACC is to be executed between HUD and the State Housing Agency.

"B" = Public Housing Agency (excluding State Agency); an ACC is to be executed between HUD and the Public Housing Agency.

Note: The HUD Contractual Relationship reported is used to determine the PHA-ADDRESS type code (C60) in the Section 8 MIS.

N. 3F2, Block 13: PHA Name. Up to 25 characters, enter the abbreviated name, not the corporate name of the PHA. Examples: Boston, HA; District of Columbia RLA; Mass. HFA;, etc.

Note: The PHA Numbers (C59/C1049) are computer-generated in the Section 8 MIS from positions 1 and 2 and positions 6 through 8 of the Funding Number.

O. 3F2, Block 14: Housing Assistance Plan. Select the item indicating whether or not the area where the project is located have an approved Housing Assistance Plan.

Check One:

Yes

No

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4050.5 REV-1

CHAPTER 7

P. 3F2, Block 15: Located in Title VII or IV New Community. Do not report. Code of "N" is computer-generated in the Section 8 MIS data element New Community (C1059) for Housing Vouchers.

Q. 3F2, Block 16: Insured Indicator. Not applicable.

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

S. 3F2, Block 18: Owner's Name. Not applicable.

T. 3F2, Block 19: Manager's Name. Not applicable.

U. 3F2, Block 20: FHA Project Number. Not applicable.

V. 3F2, Block 21: Prime Census Tract/Enumeration Districts. Not
                  applicable.

W. 3F2, Block 22: Total Project Units. Not applicable.

7-5 TERMINATION BEFORE RESERVATION
     HOUSING VOUCHERS. Refer to appendix 5, Termination Before
     Reservation.

7-6 APPLICATION APPROVED and RESERVATION
     HOUSING VOUCHERS. The application approved development stage is
     automatically interfaced to the Section 8 MIS from the
     Reservation/Funding data input by the Regional Accounting Division
     (RAD) to the appropriate Housing Funding Control systems. Refer to
     appendix 2, Reporting Section 8 Fund Reservations/Amendments.

7-7 HAP LIST APPROVED
     HOUSING VOUCHERS
     FORM HUD-52491.3 (FRAME 3F2). Not applicable.

7-8 ANNUAL CONTRIBUTIONS CONTRACT (ACC)
     HOUSING VOUCHERS. The date (signature date, not effective date) of
     the obligatory Annual Contributions Contract (ACC) executed between
     the PHA and HUD is reported by the RAD to the appropriate Housing
     Funding Control system, from which it is automatically interfaced to
     the Section 8 MIS. Refer to appendix 4, Reporting Section 8
     Obligatory Contracts.

7-9 REPORTING ADDRESSES
     HOUSING VOUCHERS. Refer to appendix 8, Reporting Addresses. PHA and
     Managing Agent addresses are required at ACC Contract.

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     4050.5 REV-1

     CHAPTER   7

7-10 PROGRAM UTILIZATION (OCCUPANCY)
     HOUSING VOUCHERS
     FORM HUD-52683 (MGT FRAME). For Reporting Procedures, refer to
     Handbook 7420.7 CHG 4. Chapters 3 and 12. Within the requirements of
     an Annual Contributions Contract (ACC), the PHA and/or private owner
     shall submit occupancy data to HUD which describes the extent of
     program participation by characteristics of assisted families and
     financial data which discloses how annual contributions were spent.
     For each set of units (funding increment) under the ACC, PHAs and/or
     private owners are to prepare and submit to HUD Field Offices on a
     project-by-project basis (i.e., for each funding increment under the

PHA's ACC) occupancy data on Form HUD-52683, Report on Program Utilization. PHAs and/or private owners shall prepare at least two report copies, submitting one copy to the HUD Field Office and keeping one copy for its records.

A. REPORTING FREQUENCY (Refer to Handbook 7420.3 REV 2 CHG-3)

    1.   Quarterly Reporting. The report is to be first submitted as of the end of the quarter during which the ACC was initially executed or amended to incorporate a new funding increment. Thereafter, it is to be submitted as of the end of each subsequent quarter (even if there is no change from the previous quarter report) until ninety-five percent of the units in the funding increment (i.e. authorized by ACC) are under lease (HAP Contract).

    2.   Annual Reporting. Once ninety-five percent of the units in the funding increment (i.e. authorized by the ACC) are under lease (HAP Contract), reporting on Form HUD-52683 is to be annually as of September 30 to be received by HUD Field office by October 10. Once annual reporting has begun, reporting on Form HUD-52683 is to continue annually, even if the assisted units under lease drop below ninety-five percent of units in the funding increment.

        Should the funding increment reach ninety-five percent occupancy during a quarter other than the quarter ending September 30, that quarterly report must be submitted, but no further reporting is required until September 30 of that year.

        If ninety-five percent occupancy is reached during the quarter ending September 30, the report is to be submitted as of September 30 as a quarterly report.

    3.   Field Office Report Receipt. The reports are to be submitted to and received by the HUD Field Office by the 10th of the month following the quarter/year covered by the report period.

    4.   Section 8 MIS Data Entry. The Field Office organization responsible for the Section 8 program(s) should forward the report, upon receipt, to the assigned program data entry staff member(s) for entering to the Section 8 MIS during the month following the quarter/year covered by the report period.

        Example: Reporting Period   - June 30, 1991
                  Section 8 MIS Data Entry - July 1, 1991 and after

  B. FORM HUD-52683. Refer to Figure 7-2 on the following page.

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Figure 7-2

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4050.5 REV-1

CHAPTER 7

C.   SPECIFIC OCCUPANCY REPORTING INSTRUCTIONS
      HOUSING VOUCHERS
      FORM HUD-52683 (MGT FRAME)

52683(MGT) 2b:	Initial Lease Date. Enter the effective date (MM/DD/YY - Example, 12/06/90) of the first lease executed between a voucher holder and an owner. Enter this date only if this is the initial report for the project or if the initial lease was executed during the reporting period, otherwise, leave blank.
52683(MGT) 2c:	Occupancy Report Date. Enter date (MM/DD/YY Example, 12/31/90) which is the as of end-of-month date that the project units under lease are reported.
52683(MGT) 3:	Project Number. Enter the eleven character assigned funding increment/project number.
52683(MGT)Line D: (Item 4)	Units Under Budget. Enter the number of units under ACC Budget Authority.
52683(MGT)Line E: (Item 5)	Housing Vouchers Outstanding. Enter the number of Housing Vouchers held by families searching for units and those already under contract (leased). Does not include Housing Vouchers that have expired or have been terminated.
52683(MGT)Line F:	Total Assisted Leased. Enter the total number

(Item 6)   of units currently under a signed lease to
                                      voucher holders.

        52683(MGT)Line G: Total Elderly Leased. Enter the total
         (Item 7)   number of units currently under signed lease
                             and occupied by an elderly, disabled, or
                             handicapped.

    D. SECTION 8 MIS RETRIEVAL. For ease of retrieval of the latest
        occupancy data, the project level data items of Current Occupancy
        Date (C1081), Current Total Assisted Units (C1082), Current Total
        Elderly Leased (C1083), and the Current Units Under Budget (C1085)
        are valued in the databases each time occupancy data is reported.

    E. SECTION 8 MIS COMPLETED LEASE UP (CLU). When the Total Number of
        Units Under Lease to Assisted Tenants are equal to or greater than
        95 percent of the Total Reserved Assisted Units (C1020), the
        project elements of CLU-Date (C1065), CLU-Assisted (C1066), and
        CLU-Elderly (C1067) are valued from the Occupancy Report date,
        Total Assisted Leased, and Total Elderly Leased.

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7-11 MANAGEMENT REVIEWS
     HOUSING VOUCHERS
     FORM HUD-52491.7 (FRAME MGT); Non-Insured and Non-202/8 Projects Only

    A. REPORTING MANAGEMENT REVIEWS. The responsible Section 8 program
        organization of the Field Office is to report to the Section 8 MIS
        the initial (original) management review within six months after
        the initial execution of the ACC. A second review shall be
        conducted one year after the initial review. Subsequent reviews
        are reported every two years after the second review regardless of
        whether or not new units have been added to the program (refer to
        Handbook 7420.3 REV-2 CHG-4, CHAPTER 5).

    B. FOR HOUSING VOUCHERS. The PHA is reviewed, not the project(s),
        which are funding increments. Should the PHA have more than one
        funding increment, management review data need only be entered
        into the Section 8 MIS for any one non-insured funding increment
        for a given PHA. Therefore, the Field Office should select a
        non-insured funding increment for which an ACC has been executed
        and each time a PHA is reviewed, that same increment number should
        be used to update the management review information in the Section
        8 MIS.

    C. Form HUD-52491.7. The form is designed for entering six annual
        reviews for a given PHA. Therefore, the original form should
        reflect each of the subsequent annual reviews, with a copy
        forwarded to the assigned program data entry staff member(s) who
        is to enter only the last entry. Refer to Figure 7-3 on the
        following page for an illustration of the form.

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4050.5 REV-1

CHAPTER 7

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Figure 7-3

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4050.5 REV-1

CHAPTER 7

D. SPECIFIC MANAGEMENT REVIEW REPORTING INSTRUCTIONS
    HOUSING VOUCHERS
    FORM HUD-52491.7 (MGT FRAME)

    52491.7(MGT): Project Number. Enter the eleven character
                   selected PHA review funding increment/project
                   number.

    52491.7(MGT): Original Management Review Date. Enter date
                   (MM/DD/YY - Example, 04/11/89) which is the date
                   six months after the ACC execution for the funding
                   increment being used for the PHA review.

    52491.7(MGT): Annual Management Review Date. Enter date
                   (MM/DD/YY - Example, 04/11/90) which is the review
                   date for once a year or every two years subsequent
                   to the original review date.

    Note: Field Offices may elect to use the first issued PHA funding
    increment number for the original and subsequent reporting of PHA
    review dates. In this instance, if the first funding increment
    issued for a PHA becomes terminated, expired, defunded, or
    opted-out in the Section 8 MIS, both the original and/or
    subsequent annual review dates that were reported to the now

inactive increment are to be reported to the next active
sequentially issued PHA funding increment number.

7-12   TERMINATION/INACTIVATING AFTER RESERVATION
        HOUSING VOUCHERS. Refer to appendix 6, Termination/inactivating
        After Reservation.

7-13   REINSTATEMENT OF TERMINATED PROJECTS
        HOUSING VOUCHERS. Refer to appendix 7, Reinstatement of Terminated
        Proposals/Applications.

7-14   DATA CORRECTIONS TO SECTION 8 MIS. Refer to appendix 9, Data
        Corrections to the Section 8 MIS.

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7-15 REPORTING HOUSING VOUCHER STATEWIDE FOR RENTAL REHABILITATION PROJECTS
     DRAFT HUD-52491.3A (FRAME 3F1)

     A.   GENERAL REPORTING REQUIREMENTS ON DRAFT HUD-52491.3A (FRAME 3F1)

          1.   The procedures described in these paragraphs apply only to
                the Housing Voucher Statewide Rental Rehabilitation program
                administered by a State Community Development Agency (CDA)
                where the PHA that will be administering the Housing Voucher
                is not known. The Field Office may reserve funds without
                receiving or approving a PHA's application to ensure that the
                Housing Voucher is available in support of the state CDA
                Rental Rehabilitation program after the state CDA selects the
                participating communities. However, specific PHA
                applications are required as soon as possible after which
                approval and fund reservations occur. The Field Office will
                then transfer the fund reservation from the state CDA
                representative project to the specific PHA project number
                (funding increment).

          2.   The Field will enter only minimal data to establish the
                Statewide Project records in the Section 8 MIS. The Housing
                Funding Control systems will feed reservation data to the
                Statewide projects in the Section 8 MIS.

          3.   In accordance with outstanding instruction, contract
                authority will be drawn down from these Statewide projects
                and one or more Housing Voucher Rental Rehabilitation
                projects are created.

          4.   Only one Statewide project is authorized per state for each
                fiscal year.

     B.   DRAFT HUD-52491.3A (Rev. 7/85) - (FRAMES 3F1/3F2)

          1.   The drafted reporting data entry form is not printed by

Headquarters. As with the FORM HUD-52491.3, Frames 3F1/3F2
shall be the vehicle for computer data entry from this
drafted reporting data entry form. Frame 3F2 will be ignored
in the Section 8 MIS. However, the Statewide project number
is required to be entered on the 3F2 Frame for linked-frame
processing in the Section 8 MIS.

2.   Refer to Figure 7-4 on the following page for an illustration
of the drafted form.

C. REPORTING REQUIREMENTS FOR PROJECTS CREATED FROM STATEWIDE
PROJECTS

Regardless of what fiscal year a Statewide project is established,
Rental Rehabilitation projects (funding increments) created at any
time from a Statewide project shall be reported in accordance with
paragraphs 7-1 through 7-14 of this Chapter.

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Figure 7-4

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7-16 SUBPROGRAM TYPE FOR HOUSING VOUCHER STATEWIDE

Housing Voucher Statewide for the Rental Rehabilitation program.

7-17 HOUSING VOUCHER STATEWIDE PROJECT CONFIGURATION. Beginning in Fiscal
Year 1985, the Statewide special funding increment number is eleven
positions long and structured as follows:

A. Positions 1 and 2: Federal standard alpha State code applicable
    to the state to which the Statewide funding increment is assigned.

B. Positions 3 and 4: HUD standard numeric code applicable to the
    HUD Field Office having jurisdiction over the Statewide project.

C. Position 5 through 8: "V999".

D. Positions 9 and 10: The fiscal year in which contract authority
    is made available on Form HUD-185.1. i.e. "85".

E. Position 11: Enter the number "1".

    Example: MA06V999851 - Fiscal Year 85

              MA06V999901 - Fiscal Year 90

    For Housing Voucher program type Statewide projects established
    during Fiscal Year (FY) 1984 , do not change the increment numbers
    to comply with the above procedures. These numbers are to remain
    configured as first reported.

    Example: MA06V999999 - FY84 Statewide Housing Voucher

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7-18 APPLICATION RECEIVED
     HOUSING VOUCHER STATEWIDE
     DRAFT HUD-52491.3A (FRAME 3F1)

    A. 3F1, Block 1: Date Signed. Enter the date (MM/DD/YY - Example,
                       04/11/90) of the first signed Form HUD-185.1 that
                       represents the sub-assigned Voucher/Rental Rehab
                       authority for the applicable year.

                       Note: The date is not to be changed for any
                       subsequent HUD-185.1(s) that may be received during
                       the fiscal year.

    B. 3F1, Block 2: Total Assisted Units. Enter the total number of
                       assisted units provided with the appropriate Fund
                       Reservation computer print-out.

                       1.   The Fund Reservation computer print-outs are
                            described in a memorandum from Ms. Wiseman,
                            dated April 19, 1985, Subject: Application
                            and Fund Reservation Procedures for the
                            Housing Voucher Program used in connection
                            with the Rental Rehabilitation Grant Program.

                       2.   These units are not to be changed for any

subsequent HUD-185(8) that are signed.

C.   3F1, Block 3: Program Type. Pre-valued. The value of "V" is
                    computer-generated and posted to Program Type
                    (C1036) in the Section 8 MIS.

D.   3F1, Block 4: Area/Memo Entry. Pre-valued.

                    The value of "M" is computer-generated and posted
                    to Project Area (C1037) in the Section 8 MIS.

                    The value of "X" is computer-generated and posted
                    to Section 8 subprogram (C1071) in the Section 8
                    MIS.

E.   3F1, Block 5: Project County. Pre-valued. Data item is not
                    processed in the Section 8 MIS.

F.   3F1, Block 6: Project SMSA. Same as block 5.

G.   3F1, Block 7: Project Locality. Same as block 5.

H.   3F1, Block 8: Project Central City. Same as block 5.

I.   Responsible Section 8 Program Staff. The responsible Section 8
     Program organizational staff member, after completion of each
     development stage on the form, is to initial, date, and submit the
     green copy (where applicable) to the assigned program data entry
     staff member(s) for data entry to the Section 8 MIS. The assigned
     data entry staff member(s) is to initial and date the form upon
     completion of the data entry session.