TERMINATION/INACTIVATING AFTER RESERVATION
AHAS/PAS/MIS

A.   TERMINATION AFTER RESERVATION

1.   Termination Definition. This is defined as a recapture or
     cancellation of units and funds after a project or funding
     increment has been reserved. It is an action which terminates the
     total units, contract authority, and unliquidated balances of
     budget authority.

2.   Termination Responsibility. The Field Office initiates the
     termination actions.

     a.   The Office of Budget (Housing), Funding Control Division,
          annually issues instructions for reporting
          reservation/termination 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.

     b.   As of the this Handbook's release, there are no known
          provisions for the reporting of terminations to the Section 8
          MIS through the Program Accounting System (PAS).

     c.   The termination action is entered into the Assisted Housing
          Accounting System (AHAS) or will be entered, when made
          available, into the Program Accounting System (PAS) by the
          Regional Accounting Director (RAD), the results of which are
          fed to the Section 8 MIS through an automated nightly
          interface from the appropriate system.

     d.   Any project for which contract authority has been reserved
          shall be terminated only by the Region using the Program
          Accounting Data (PAD) sheet, Form HUD-52540A.

3.   Termination Reasons. A termination transaction may result as a
     consequence of the following actions:

     a.   An official HUD action which completely terminates a project.

     b.   Termination required to inactivate a project which was
          erroneously established in AHAS/PAS.

          Note: If a project has been erroneously established, the
          Field Office is to first submit a termination PAD transaction
          follow by a deletion transaction.

4.   Manual Files. The funding increment or project file shall be
     maintained by the Field Office for at least a year following
     termination. Following this period, the file may be disposed of
     in accordance with outstanding HUD files management procedures.

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4050.5 REV-1

APPENDIX 6

5. Termination Funds

    a.   Termination of funds must be available at the project level.

    b.   All termination of funds must be either a recapture or a
         cancellation as applicable.

    c.   A cancellation decreases funds reserved during the current
         fiscal year.

    d.   A recapture decreases funds reserved in a prior year.

    e.   If a project contains both prior and current fiscal year
         funds, an amendment must first be entered to recapture the
         prior year units and funds.

    f.   Following the recapture amendment, a termination may then be
         entered canceling the remaining units and funds reserved in
         the current fiscal year.

6. Termination Confirmation Reports. The daily Section 8 MIS
    interface termination confirmation reports are as follows:

    a.   F05AOXA/XB - AHAS/MIS DAILY UPDATE INTERFACE - RESERVATIONS.

    b.   F05POXA/XB - PAS/MIS DAILY UPDATE INTERFACE - RESERVATIONS.

7. Termination of Expired Funding Increments

    a.   When a PAD is prepared for contract renewal processing in PAS
         for Section 8 Housing Vouchers, Existing Certificates, and
         Existing Loan Management Extensions, another PAD is to be
         prepared for the termination of each EXPIRING project
         (funding increment) in the AHAS.

    b.   These terminations may be accomplished by following the
         outstanding instructions provided for the PAD, Form
         HUD-52540A (11/85), with the exception for Block 10 of the
         PAD.

    c.   The change in procedure for Block 10 of the PAD deviates from
         outstanding PAD instructions provided on page 2 of 2 of Form
         HUD-52540A (11/85).

    d.   The change in procedure is applicable only to termination
         actions for expiring funding increments for Housing Vouchers,
         Certificates, and Loan Management Extensions. In these
         situations, Field Offices are to enter the applicable date
         and perform recaptures as follows:

(1) Housing Vouchers and Existing Certificates

    (a) Enter the date immediately following the "last Date of Term". For example: if the "last Date of Term" is February 27, 1990, the date entered in Block 10 of the PAD is to be February 28, 1990.

    (b) Field Offices must recapture the remaining contract authority only for housing vouchers or certificates, funding increments as the ACC term for each funding increment ends.

    (c) The budget authority for the expiring funding increment is not to be recaptured. However, where increments for a PHA are expiring on or before October 31, 1990, any undisbursed budget authority will be recaptured after the financial statement review is completed by the RAD.

(2) Loan Management Extensions

    (a) In Block 10 of the PAD, enter the date following the expiration date of the expiring HAP contract. For example, if the "Expiration Date of HAP contract" is July 31, 1990, the date entered in Block 10 for the "date of Terminated Reservation" is August 1, 1990.

    (b) Field Offices are to recapture all contract authority and undisbursed budget authority on the expiring obligation funded under Account #86x0164 for the terminated project (e.g. OH12-M000-001) in the AHAS.

    (c) All new funding should then be disbursed in the PAS under Account #86x0194 for the newly created Section 8 project number as illustrated below:

        Fiscal Year 1990   "OH-12-M100-001"
        Fiscal Year 1991 plus   "OH-12-L000-001"

8. AHAS Reporting of Project Terminations after Reservation FORM HUD-52540/52540A

    Block 1: TYPE OF ACTION. Enter "T"

    Block 3: Program Type, Enter one of the following designated letter codes:

        "V" = Housing Vouchers

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              "N" = Section 8 New Construction
              "R" = Section 8 Substantial Rehabilitation
              "E" = Section 8 Existing
              "M" = Section 8 Moderate Rehabilitation
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Block 4:   Type of Funds. Completed by RAD. Leave this block
           blank for a termination (which decrease the contract
           and/or budget authority); a cancellation of current year
           authority; or a recapture of prior year authority.

Block 5:   Subprogram Identification. Enter the appropriate
           one-letter subprogram code in accordance with the codes
           listed for the applicable Section 8 subprogram in this
           Handbook's appendix 10, Cross Reference of Section 8
           subprogram and Program Codes.

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4050.5 REV-1

APPENDIX 6

Block 6:   Area. Enter one of the following single letter codes
           representing the allocation area:

              "M" = Metropolitan

              "N" = Non-Metropolitan

Block 7:   Project Number. Enter the appropriate eleven character
           assigned project number.

Block 8:   PHA/IHA/Private Owner Name. Not interfaced to the
           Section 8 MIS.

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.

Block 10: Date Letter of Notification or Reservation Document
           Signed

           a.   Expiring Increments. See paragraph A.7. above.

           b.   Normal Conditions

                (1) 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.

                (2) 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.

Block 11: Remaining Term. The number of years can be in the range
from 01 to 60. This figure represents the years
remaining on the ACC/HAP contract to be terminated.

Block 12: Unit and Fund Section. Leave blank, completed by RAD.

DATE AND SIGNATURE. 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. The PAD must be signed and dated by
the Office Manager/Regional Administrator.

9. PAS Reporting of Project Terminations after Reservation
FORM HUD-52540/52540A. Not available.

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B.   INACTIVATING PROJECTS AFTER RESERVATION

1.   Inactivating a project is defined as reflecting a project in the
Section 8 MIS as inactive (units and contract authority equal
zeros) which because of administrative conditions is deferred
from being terminated in AHAS/PAS.

2.   The Field Offices are to temporarily inactivate a project in the
Section 8 MIS through the use of the "ACT" (Action Screen). There
is no official form HUD for the "ACT" screen. Field Offices may
copy (xerox) the "ACT" screen layout from the Section 8 MIS
Terminal Operators Guide (TOG) to use as an unofficial data entry
form (refer to page 3-39, Chapter 3 of the Section 8 MIS TOG,
I362.8). The screen provides for inactivation based upon the
following conditions:

Conditions	ACT Screen Project Type of Action	Section 8 MIS Processing Stage (C1063)
Opt-outs	O	91
Expired	E	92
Defunded	D	93

Note: As soon as a project is administratively cleared to be
terminated in AHAS/PAS, the project, in the Section 8 MIS,
through the nightly interface, will be established as terminated
(Processing Stage (C1063) valued as "90").

C.   SECTION 8 MIS PHA/HFDA (C59) ACTIVE/INACTIVE INDICATOR (C69)

1.   When a project is terminated or inactivated in the Section 8 MIS,
all projects for the PHA/HFDA (C59) are automatically scanned for
termination status.

2. If all projects are terminated or inactive, the PHA/HFDA Mail
    Status Code (C69) in the Section 8 MIS is coded as "I" for an
    "Inactive" PHA/HFDA (C59).

3. As long as any project for the PHA/HFDA (C59) has Total Assisted
    Units (C1020) greater than zero and the Processing Stage (C1063)
    is less than "90", the PHA Mail Status Code (C69) is valued with
    an "A" for "Active" PHA/HFDA (C59).