

**Project Accounting Data (PAD)**  
**Project Accounting System (PAS)**

**U.S. Department of Housing  
and Urban Development**  
Office of Public Housing

To	From	Batch Number	Reformulation	
			To	From
1. Transaction Code and Modifier			126	1
N - New                      FAD Use Only: F - Increase                CB, CF C - Cancellation        DB, DF D - Recapture RF - Decrease, Transfer or Correction				
2. Program Code				2
3. Fiscal Year				3
4. Allotment Number				4
5. Regional Code				5
6. Field Office Code				6
7. Document Number			52540	7
8. Project Number				8
9. Reason Code				9
10. Budget or Grant Authority (enter number <b>without</b> commas)				10
11. Effective Date (mm/dd/yyyy)				11
12. Fed/NonFed Code			2	12
13. Metro/NonMetro (enter 1 or 2)				13
14. Contract Type				14
15. Number of Units				15
16. Grantee Name				16
17. Term of Reservation (months)				17
18. Number of Elderly Units				18
19. Contract Authority				19
20. Second Project Number				20
21. State Code				21
22. Object Class				22

Comments

Name of Authorized HUD Official	Signature	Date

Instructions for Completing the Project Accounting Data (PAD) Form  
**Public Housing Development (including MROP) Program**  
to be entered into the Program Accounting System (PAS)

The PAD must be completed for each action relating to the reservation of grant authority, the recapture of budget authority (or loan authority for loan programs), or a permanent change in the Annual Contributions Contract (ACC) unit count. Send the signed PAD with supporting documentation to the Field Accounting Division (FAD).

**Block "To."** Enter the name and address of the FAD Director.

**Block "From."** Enter the name and address of the authorized HUD Official.

**Block "Reformulation."** Check the appropriate block when splitting one project into two, combining two projects, redistributing units and funds between two projects, or changing the development method.

**Block 1. Transaction Code and Modifier.** Mark the appropriate alpha code (N, F, C, D, or RF) and enter the code in Block 1, starting from the first space after "126." The codes are described below:

**N - New.** An initial reservation of funds. It is also used to create a "To" project in a reformulation and to establish a "new" project number when a development method change occurs or if the project has never before been entered under this program code.

**F - Increase -- Amendment or Correction.** A previous reservation under the same program code is being increased. For example:

- o An amendment action increasing only the grant authority (number of units unchanged).
- o An increase in units and grant authority to a previous reservation for the "To" project in a reformulation.
- o A correcting entry increasing a previous reservation entered for the wrong amount.

**C - Cancellation or Amendment.** A current year reservation under the same program code is being cancelled.

**D - Recapture.** A prior year reservation under the same program code is being recaptured.

**RF -Decrease -- Transfer or Correction.**

- o A correcting entry to decrease a current year reservation entered for the wrong amount.
- o A correcting entry for the "From" side of the transaction in an approved development reformulation.
- o A correcting entry to change the development method (requires two sets of PADs; one to subtract units/funds from the donating project and the second to add them to the receiving project). PAS may see the "To" project as "new."

**Block 2. Program Code.** Enter a 3-digit alpha code specified on the fund assignment form. New program codes may be established by memorandum.

**Reservations To 1987**

Dev-Loans = BLB  
Dev-Budget = BSA

**Reservations From 1987 - 1989**

Devel (Devel Funds) = PHD  
Devel (Recapt/Reuse) = PHR  
MROP (Dev Funds) = PHM  
MROP/Recapt = PMR  
Cost Amendments = PHA  
Amend Recapt/Reuse = PAR  
Devel (FFS) = TFO

**Reservations From 1990 & Thereafter**

New/Rehab/Acq-Dev-Metro = PDM  
New/Rehab/Acq-Dev-Non-Metro = PDN  
New/Rehab/Acq-Fair Share Exempt = PDO  
Dev-FSS = PFO  
MROP-Metro = PRM  
MROP-Non-Metro = PRN  
MROP-Fair Share Exempt = PRO  
Dev-Disabled = PHF  
Cost Amendments = PHA  
St. Louis Demolition = MPE

**Blocks 3 and 4.** Leave blank.

**Block 5. Regional Code.** Enter the 2-digit numeric Regional code.

**Block 6. Field Office Code.** Enter the 2-digit numeric Field Office code.

**Block 7.** Pre-printed.

**Block 8. Project Number.** Enter a 14-digit alpha numeric code as follows:

- 1-2: State code - alpha
- 3-4: Field Office code - numeric
- 5: P for Public Housing
- 6-8: PHA number
- 9-11: Development project number. All numbers must be 3 digits.
- 12-13: Source year (Federal Fiscal Year) of funds
- 14: Project type code; select one from the following list:
  - New Construction - Conventional = A
  - New Construction - Turnkey = C
  - Rehabilitation - Conventional = D
  - Rehabilitation - Turnkey = E
  - Acquisition of Existing (without rehab) = F
  - Maj Reconstr of Obsolete Pub Hsg = M

**Block 9.** Leave blank.

**Block 10. Budget or Grant Authority.** Enter the grant amount being reserved (e.g., 3900500, with no commas or cents). Enter decreases in brackets [ ].

**Block 11. Effective Date.**

**A. For a new reservation** (i.e., modifier "N" in Block 1, using current year grant authority), the effective date shall be (a) from October 1 through August 31, the date entered by the FAD, and displayed on the PAS daily transaction listing; or (b) in September, the date shown on the Notification letter, a copy of which shall be attached to the PAD.

**B. If the modifier "N" is used** to add amendment funds or create a new project (such as the "To" in a "From-To" reformulation), the effective date is the same as the initial reservation date on the "From" project. For example, if the "From" project was originally reserved 9/15/93, the effective date for the "To" project is also 9/15/93. (The "From" modifier code is "RF.")

**C. For a change in development method** in Block 8, the effective date is the date of the initial fund reservation. The modifier "N" is used to create a "new" project record. For example, if the effective date of W116P01400193A was 9/15/93, changing the project to W116P01400192C creates a new record. The effective date remains 9/15/93.

**D. If the project already exists and is part of a reformulation as a "From" or a "To"** (i.e., units/funds shift from one established project to another), the date each project was originally reserved is its effective date. If all funds/units are being transferred from one project to another, the effective date is the date of the earlier reserved project (in both instances, the modifier for the "From" project is "RF", and the modifier for the "To" project is "F").

**Block 12. Fed/Non-Fed Code.** Pre-printed.

**Block 13. Metro/Non-Metro Code.** Enter either "1" for Metropolitan or "2" for Non-Metropolitan.

**Block 14.** Leave blank.

**Block 15. Number of Units.** Enter the number of units being added to, or <deleted from>, the project with this action. Make no changes to the units if the program code (Block 2) is PHA. Increasing units and decreasing funds, or vice-versa, requires two PADS.

**Block 16. Grantee Name.** Enter the name of the Public Housing Agency.

**Blocks 17, 18, 19.** Leave blank.

**Block 20. Second Project Number.** If reformulating a project, enter the project number linking this project to the other project. For example, if this PAD is for the "To" project, Block 20 should be the "From" project.

**Blocks 21 and 22.** Leave blank.