

Instructions for Modified PAD Form [HUD-52540](#)  
for Housing Programs entered in the  
Program Accounting System (PAS)

These interim instructions are for use in reserving authority in PAS for Housing Vouchers, Section 8 Existing Certificate Contract Renewals, Loan Management Extensions and Moderate Rehabilitation-Single Room occupancy (SRO). Note that some entries on the PAD Form [HUD-52540](#) (Modified) are to be completed only by the Regional Accounting Division (RAD).

- o Block "To". Enter the name and address of the RAD Director.
- o Block "From". Enter the name and address of the Regional Administrator or Field office Manager.
- o Block 1. Transaction Code and Modifier. Circle the appropriate Modifier group as described below. RAD will then select the correct transaction code and modifier for use in recording the reservation action.
  - o N = New. An initial reservation of funds for a project for a particular program code.
  - o F = Increase Amendment or Correction. A previous reservation under the same program code is being increased, e.g.:
    - o An amendment to a current year fund reservation increasing the authority for a project for which an Annual Contribution Contract (ACC) has not been executed.
    - o An amendment action increasing only authority on a project, with the number of total units unchanged.
    - o A correction entry increasing a previous reservation entered for the wrong amount.
  - o C, CB, CF = Decrease Amendment-Cancellation. A current year reservation under the same program code is being cancelled. The RAD will select the appropriate modifier based on whether funds have been disbursed on the project and whether all project funding is being cancelled.
  - o D, DB, DF = Decreased Amendment-Recapture.
  - o R, RF = Decreased Amendment-Correction. A correction entry to decrease a current year reservation entered for the wrong amount.
- o Block 2. Not applicable.
- o 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.

- o Block 4. Not Applicable.

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- o Block 5. Not Applicable.
- o Block 6. Area. Enter either "1" for Metropolitan or "2" for Non-metropolitan.
- o Block 7. Project number. Enter an 11-digit alphanumeric code (e.g., A06-V106-001).
- o Block B. PHA/IHA/Private owner Name. Enter the name of the Public Housing Agency/Indian Housing Authority/Private owner as shown the Notification Letter.
- o Block 9. Not Applicable.,
- o Block 10. Date Letter of Notification Reservation Document Signed. During the first 11 months of a fiscal year the RAD shall enter the reservation date (month/date/year) displayed on the PAD daily transaction listing. During the last month of the fiscal year, the Regional/Field Office shall enter the date for which a PAD is being submitted. A copy Of this Notification Letter or Reservation Document must be attached. This includes documents for the termination of projects.
- o Block 11. Term. Enter the number of years for which HUD is obligated to pay annual contributions.
- o Block 12. Unit and Fund Section. 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, e, and f for the action. Columns a is completed by the RAD. Columns 12c, d, and g are not applicable.
- o Block 12a. To be completed by the RAD.
- o Block 12b. Total Units. Enter the total number of assisted units for the subject project. If the type of action is an amendment, enter only the 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 3.a. above).

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Column 12e. Contract Authority. Enter the amount of annual contributions contract authority being reserved for the project. If the of action is an amendment or transfer, enter only the amount of the increase 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 in 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 amount shown is the increase of decrease only. If budget authority is being decreased, enter that amount of funds in parentheses, e.g., (\$25,000).

Column 12g. Loan. Section 203(a) Exception Authority. Not applicable.

Column 12h. To be completed by the RAD.

Date and signature. The PAD form 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.