1. This Transmits:

Changes and additions to Handbook 7420.3, Section 8 Housing Assistance Payments Program Existing Housing and Moderate Rehabilitation Processing, dated 2/93.

2. Explanation of Material Transmitted:

a. Appendix 22 is deleted.


3. Filing Instructions:

Handbook 7420.3 REV-2
Remove
Table of Contents, page v & vi, dated 9/90
Appendix 22, pages 1-3, dated 1/80

Handbook 7420.3, REV-2 CHG 18
Insert
Table of Contents, page v & vi, dated 2/93
Appendix 22, page 1, dated 2/93
1. This Transmits: A new chapter 11, Project-Based Certificate Program Application Processing and Monitoring, for Handbook 7420.3 REV-2, Section 8 Housing Assistance Payments Existing Housing and Moderate Rehabilitation Processing, dated 9/91.

2. Explanation of Material Transmitted:
   This new Handbook chapter provides instructions for HUD field office processing of PHA applications to implement the project-based certificate program (PBC). It also provides instructions and a checklist for monitoring PHAs' administration of PBC.

   Handbook 7420.7, Public Housing Agency Administrative Practices Handbook for the Section 8 Existing Housing Program, is also being revised to incorporate the project-based certificate Lease Addendum and Statement of Family Responsibility. In addition, Appendix 12, the Section 8 rental certificate and moderate rehabilitation regulations, is being updated and the chart comparing the September 1982 and May 1979 regulations for the moderate rehabilitation program is being transferred to Appendix 44.

3. Applicability:
   a. Chapter 11 applies only to the Section 8 rental certificate program.
   b. PBC is a component of the Section 8 rental certificate program and PHAs are given discretion to include or not include PBC in their rental certificate programs.

4. Filing Instructions:
   Remove:                            Insert:
   Table of Contents, page iii,       Table of Contents, pages iii
   dated 7/90, thru v. dated           thru vi, dated 9/91
   1/86

PMR : Distribution:  W-3-1,W-2(H),W-3(H),R-1,R-2,R-3,R-3-1(PIH&FHEO), R-3-2,R-3-3,R-6,R-6-1,R-6-2,R-7,R-7-1,R-7-2,138-2

Appendix 12, dated 7/79  Appendices 12, 23-3, and 36
1/80, and 5/83          thru 44, dated 9/91

Assistant Secretary for Public Housing, Regional Directors of FHEO, Field Office Managers; Directors, Public Housing Directors; Directors, Fair Housing Equal Opportunity Divisions

Issued: September 30, 1991
Special Attention of: Section 8 PHAs; Regional Administrators; Directors, Regional Offices of Public Housing; Field Office Managers; Directors, Housing Management; Chiefs, Assisted Housing Management

Transmittal Handbook No.: 7420.3 CHG 16

Issued: 12/10/90

1. This Transmits: A new paragraph 5-17, Annual Assessment of Adequacy of PHA Program Administration, for Handbook 7420.3 REV-2, Section 8 Housing Assistance Payments Existing Housing and Moderate Rehabilitation Processing.

2. Summary: This Handbook change requires that Field Offices assess adequacy of PHA administration at least annually, at the time of year-end settlement, to ensure that the Section 8 program is adequately administered before the PHA uses the Operating Reserve for other housing purposes.

3. Filing Instructions:

Remove: Page 5-21 dated 4/90

Insert: Page 5-21 dated 4/90 and pages 5-22 through 5-24 dated 12/90

Acting Assistant Secretary for Housing-Federal Housing Commissioner

HMER : Distribution: W-3-1, W-2(H), W-3(A), (H), (P), (OGC) (ZAS), R-1, R-2, R-3, R-3-1, R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1, R-7-2, R-8, W-4(H), 138-2, 138-7

HUD-23 (9-81)

U.S. Department of Housing and Urban Development

HOUSING
1. This Transmits

Revisions to Appendix 8-1 and Appendix 8-2 of Handbook 7420.3 REV-2, Section 8 Housing Assistance Payments Program Existing Housing and Moderate Rehabilitation Processing Handbook, dated July 1979.

2. Explanation of Material Transmitted:

The sample letters in appendixes 8-1 and 8-2, which are used by Field Offices to notify PHAs of approval of applications for Section 8 Certificate funding, have been revised to state the Department's policy concerning use of Certificate funding to provide project-based assistance.

3. Filing Instructions

Handbook 7420.3
Remove: Table of Contents, pages iii and iv, dated 3/85
Insert: Table of Contents, pages iii and iv, dated 7/90
Appendix 8-1, dated 6/78
Appendix 8-2, pages 1-2, dated 6/78
Appendix 8-1, dated 7/90
Appendix 8-2, pages 1-3, dated 7/90

Assistant Secretary for Housing-Federal Housing Commissioner

HMAE: Distribution: W-3-1, W-2 (H), W-3 (H) (A) (FHEO) (ZAS) (OGC) (PD&R), W-4 (H), R-1, R-3-2, R-2, R-3, R-3-1, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1, R-7-2, 138-2, 138-7, R-9, R-9-1, Limited distribution to specific Category C OFCs

HUD-23 (9-81)

U.S. Department of Housing and Urban Development

HOUSING

Special Attention of: Regional Administrators; Transmittal Handbook No.:
1. This Transmits

Changes and additions to Chapter 5 and various Appendices of the Section 8 Housing Assistance Payments Program Existing Housing and Moderate Rehabilitation Processing Handbook, 7420.3, REV-2.

2. Explanation of Material Transmitted:

a. The forms used by PHAs to submit the financial data for the Section 8 Housing Assistance Payments Programs are also used for the Housing Voucher Program. Since the forms and the instructions to the forms may be found in the Public Housing Agency Administrative Practices Handbook for the Section 8 Existing Housing Program, Handbook 7420.7, dated November 1979, the following duplicative forms and instructions were deleted from Handbook 7420.3:

   (1) Form HUD-52672, Supporting Data for Annual Contributions Estimates (Appendix 15);

   (2) Form HUD-52673, Estimate of Total Required Annual Contributions (Appendix 16);

   (3) Form HUD-52663, Requisition for Partial Payment of Annual Contributions (Appendix 21);

   (4) Form HUD-52681, Voucher for Payment of Annual Contributions and Operating Statement (Appendix 24); and

   (5) Form HUD-52595, Balance Sheet (Appendix 30).

Instructions on the subject financial forms were rewritten to delete duplicative instructions for the New Construction and Substantial Rehabilitation Programs that are found in the applicable program handbooks and to include changes for the Housing Voucher Program. The changes and the revised instructions are included in Handbook 7420.7.
b. Changes to Chapter 5. Chapter 5 has been revised to reflect the following:

(1) Year-End Statement (Form HUD-52681). Within 45 calendar days after the close of its fiscal year, the PHA must submit Form HUD-52681, Voucher for Payment of Annual Contributions and Operating Statement and Form HUD-52595, Balance Sheet for Section 8 and Public Housing, to the HUD Field Office.

(2) Field Offices must not approve deficit budgets. The project account balance must be reviewed to ensure that there are sufficient funds for the PHA’s budget year. Field Offices must not approve budgets for which there is insufficient contract authority, project account, or operating reserves to fund housing assistance payments, administrative fees, and IPA costs for the PHA’s entire fiscal year.

3. Filing Instructions:

Handbook 7420.3 REV-2 CHG 12
Remove
Table of Contents, Pages i thru ii, dated 3/85
Pages 5-11 thru 5-19, dated 3/85
Appendices 15, 16, 21, 24, 30 dated 3/85.

Handbook 7420.3 REV-2 CHG 14
Insert
Table of Contents, Pages i thru ii, dated 4/90
Pages 5-11 thru 5-21, dated 4/90
Appendices 15, 16, 21, 24, 30 dated 4/90

C. Austin Fitts
Assistant Secretary for Housing
Federal Housing Commissioner
January 1981

Section 8 Housing Assistance Payments
Program Existing
Housing and Moderate Rehabilitation Processing

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