

U.S. Department of Housing and Urban Development  
PUBLIC AND INDIAN HOUSING

Special Attention of: Section 8  
PHAs and IHAs; Regional  
Administrators; Regional Directors  
of Public Housing; Field Office  
Managers; Directors, Public Housing  
Divisions; Directors, Indian  
Programs Offices

Transmittal: Handbook No: 7420.3  
REV-2 CHG 18

Issued: February 17, 1993

---

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.
- b. Report on Program Utilization, Form HUD-52683 is in the Public Housing Agency Administrative Practices Handbook for the Section 8 Existing Housing Program, Handbook 7420.7, Appendix 47.

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

---

General Deputy Assistant Secretary  
for Public and Indian Housing

---

PMO : Distribution: W-3-1, W-2(H), R-1, R-3-1(PIH), R-6, R-6-1, R-6-2,  
R-7, R-7-1, R-7-2, R-9, R-9-1, 138-2, 138-7

U.S. Department of Housing and Urban Development  
PUBLIC AND INDIAN HOUSING

---

Special Attention of: Section 8 PHAs; Regional Administrators; Regional  
Transmittal Handbook No.: 7420.3  
REV-2 CHG 17

Directors of Housing and Public  
Housing; Regional Directors of FHEO;  
Field Office Managers; Directors,  
Public Housing Directors, Directors,  
Fair Housing Equal Opportunity  
Divisions

Issued: September 30, 1991

---

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:

Table of Contents, page iii,  
dated 7/90, thru v. dated  
1/86

Insert:

Table of Contents, pages iii  
thru vi, dated 9/91

Chapter 11, dated 9/91

---

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  
1/80, and 5/83

Appendices 12, 23-3, and 36  
thru 44, dated 9/91

---

Assistant Secretary for Public

and Indian Housing

2

U.S. Department of Housing and Urban Development

H O U S I N G

---

Special Attention of:

Transmittal Handbook No.:  
7420.3 CHG 16

Section 8 PHAs; Regional Administrators;  
Directors, Regional Offices of Public  
Housing; Field Office Managers; Directors,  
Housing Management; Chiefs, Assisted  
Housing Management

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

H O U S I N G

---

Special Attention of:

Transmittal Handbook No.:

Public Housing Agencies (PHAs) Administering  
the Section 8 Certificate Program;  
Regional Administrators; Regional Directors,  
Office of Housing and Office of Public Housing;  
Directors, Housing Development and  
Housing Management Divisions

7420.3 REV-2 CHG 15

Issued: 7/6/90

---

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

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 8-1,  
dated 7/90

Appendix 8-2,  
pages 1-2,  
dated 6/78

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

H O U S I N G

---

Special Attention of: Regional Administrators; Transmittal Handbook No.:

Directors, Office of Regional Housing; Directors, Office of Public Housing; Directors, Regional Accounting Divisions; Field Office Managers; Directors, Housing Development Divisions; Directors, Housing Management Divisions; Housing Programs Branch Chiefs; Assisted Housing Management Branch Chiefs; Public Housing Agencies and Indian Housing Agencies Administering Section 8 Programs

7420.3 CHG-14  
Issued: 4/4/90

---

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.

---

HMAV : 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),138-7,  
138-2

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

Handbook 7420.3 REV-2  
CHG 14  
Insert

Table of Contents, Pages i  
thru ii, dated 3/85  
Pages 5-11 thru 5-19.  
dated 3/85

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 3/85.

Appendices 15, 16, 21, 24, 30  
dated 4/90

C. Austin Fitts  
Assistant Secretary for Housing  
Federal Housing Commissioner

and Departmental

Staff

---

January 1981

Section 8 Housing

Assistance Payments

Program Existing

Housing and Moderate

Rehabilitation

Processing

(3/91 - Reprinted to replenish stock.  
All Changes thru # 13  
Incorporated.)

---