

APPENDIX 6

SECTION 8 EXISTING HOUSING AND MODERATE REHABILITATION
NUMBERING PROCEDURES

HOUSING ASSISTANCE PAYMENTS LIST
ANNUAL CONTRIBUTIONS CONTRACT
PROJECT NUMBER

AGREEMENT TO ENTER INTO A HOUSING ASSISTANCE PAYMENTS CONTRACT
HOUSING ASSISTANCE PAYMENTS CONTRACT

1. Form HUD-5041-C, Section 8 Housing Assistance Payments Program ACC/HAP Contract List (List).

The List number shall be assigned by the Director of the Office of Regional Housing at the time the List is prepared. The List number shall consist of the following:

- a. A two-character alpha Regional Office abbreviation as identified in paragraph 6 of this Appendix.
- b. A two-character number identifying the applicable Fiscal Year.
- c. A three-character serialized number assigned consecutively, starting with "001."

For example, the first List number approved by the Boston Regional Office during FY 75 would be numbered as follows:

B -75-001

2. Annual Contributions Contract (ACC).

The Master Section 8 ACC Number shall be assigned by the Area Counsel at the time that the first ACC for the Moderate Rehabilitation or Existing Housing Program for any PHA is prepared. The Master Section 8 ACC Number does not change when subsequent Parts I are prepared. This number shall consist of the alpha Regional Office abbreviation identified in paragraph 6, followed by a four-character serialized number, assigned consecutively. This number shall be taken from the block of numbers assigned by the Regional Office to the Field Office for numbering ACCs under the U.S. Housing Act of 1937, as amended.

For Existing Housing or Moderate Rehabilitation ACCs, the Area Counsel shall also assign an ACC Part I Number at the time that the first Existing Housing or Moderate Rehabilitation ACC Part I for any PHA is prepared. This number will not change when the ACC Part I is revised, and will be the same as the Master Section 8 ACC Number with an E for Existing Housing and a K for Moderate Rehabilitation at the end.

3. Project Number

The Field Office will assign a project number for Existing Housing and Moderate Rehabilitation applications in accordance with the instructions contained in Chapter 5 of the Section 8 Management Information System (MIS) Reporting Instructions Handbook 4050.2.

4. Housing Assistance Payment (HAP) Contract and Agreement to Enter Into a Housing Assistance Payments Contract (Agreement).

The HAP Contract number for Existing Housing will be assigned by the PHA and will consist of the project number, followed by 5 digits, starting with "00001" for each project.

Existing Housing Example: MA06-E109-001-00001 (Non-HFDA Projects)
MA06-H109-001-00001 (HFDA Projects)

For the Moderate Rehabilitation Program, the Agreement number and HAP Contract number will be based on the project number assigned by HUD and will be numbered sequentially for each Agreement entered into. The Agreement and HAP Contract numbers will be identical.

Moderate Rehabilitation Example: MA06-K109-12-1

(In this example the letter K designates the Moderate Rehabilitation Program and is followed by 109, the PHA code. The number 12 represents the application number assigned by the Field Office and the number 1 signifies the first Agreement executed by the PHA in this project.)

5. Numbering System for Conversion of Moderate Rehabilitation Units to Existing Housing within the Moderate Rehabilitation ACC.

If a unit(s) under a Moderate Rehabilitation HAP Contract(s) is cancelled and the PHA uses the available contract authority to assist family(ies) in an Existing Housing unit, the PHA is responsible for tracking the use of Existing Housing within the Moderate Rehabilitation ACC. The numbering system for Existing Housing HAP Contracts shall consist of the Moderate Rehabilitation HAP Contract number initially assigned sequentially for each unit formerly under a Moderate Rehabilitation HAP Contract. This number will be applicable to any subsequent Existing Housing HAP Contract(s) using the contract authority which originated from the termination of a specific Moderate Rehabilitation unit, including a HAP Contract executed when a Certificate Holder moves to another unit or drops out of the program and is replaced by a different family.

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Examples:

a. If one Moderate Rehabilitation unit under HAP Contract No. MA06-K109-1-1 has been cancelled and converted to an Existing Housing unit, the PHA would keep track of this conversion by numbering the Existing Housing HAP Contract MA06-K109-1-1-1.

b. If the second Moderate Rehabilitation unit to be converted to Existing Housing originated from Moderate Rehabilitation HAP Contract No. MA06-K109-8-5, the Existing Housing HAP Contract number would be MA06-K109-8-5-2.

6. Regional Office Abbreviations for Numbering Purposes.

B - Boston	FW- Dallas
NY- New York	KC- Kansas City
P - Philadelphia	D - Denver
A - Atlanta	SF- San Francisco
C - Chicago	S - Seattle