

HOUSING ASSISTANCE PAYMENTS  
PROGRAM ACCOUNTING HANDBOOK

7420.6

APPENDIX 9

HUD-32672  
April 1972

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT SECTION 8 HOUSING ASSISTANCE PAYMENTS PROGRAM  <b>ESTIMATE OF REQUIRED ANNUAL CONTRIBUTIONS</b>		STATE CODE	BASIC PROJECT NUMBER (1-11)
		TYPE OF LEASING METHOD (12) (Circle one) New Construction 1 Rehabilitation 2 Existing 3	
NAME AND ADDRESS OF PUBLIC HOUSING AGENCY		FY ENDING (13) 197	
		(14) (CHECK ONE) Mar 31 1 Sep 30 2 Jun 30 3 Dec 31 4	
HUD FIELD OFFICE		NUMBER OF DWELLING UNITS (15-16)	
HUD REGIONAL OFFICE		NUMBER OF UNIT MONTHS (17-24)	
		SUBMISSION (25) <input type="checkbox"/> Original <input type="checkbox"/> Revision Revision No. _____	
		AC CONTRACT NUMBER	

PART 1 - ESTIMATE OF ANNUAL HOUSING ASSISTANCE PAYMENTS REQUIRED (26):

(27-28)	(29)	(30-33)	(34-38)	(39-43)	(44-48)	(49-54)	(55-64)
LINE NO.	SIZE OF DWELLING UNITS (1)	NO OF DWELLING UNITS (2)	MONTHLY GROSS RENT (3)	AMOUNT PAYABLE BY FAMILY TOWARD GROSS RENT (4)	MONTHLY HOUSING ASSISTANCE PAYMENTS (5)	UNIT MONTHS UNDER LEASE (6)	ANNUAL HOUSING ASSISTANCE PAYMENTS (7)
01							
02							
03							
04							
05							
06							
07							
08							
09							
10	SUBTOTAL						
11	AMOUNT PREVIOUSLY APPROVED DURING FISCAL YEAR						
12	TOTAL (Line 10 plus Line 11)						

PART 2 - CALCULATION OF ADMINISTRATIVE FEE (26)

(27-28)	(29-34)	(35-39)	(40-44)	(45-54)
LINE NO.	UNIT MONTHS (1)	HUD-APPROVED 2-BR FAIR MARKET RENT (2)	ALLOWABLE PERCENT (3)	ADMINISTRATIVE FEE (4)
01				
02	AMOUNT PREVIOUSLY APPROVED DURING FISCAL YEAR			
03	TOTAL (Line 01 plus Line 02)			

Instructions for Preparing Form HUD-52672,  
Estimate of Required Annual Contributions

Use this form to compute the estimate of Required Annual Contribution for Housing Assistance Payments and Administrative Fee for the Housing Assistance Payments Programs of (1) New Construction (known as New), (2) Substantial Rehabilitation (known as Rehab), and (3) Existing Housing (known as Existing) for periods commencing with the first fiscal year. This form is to be used only for Section 8 Housing Assistance Payments Programs where the Housing Assistance Payments Contract (Contract) is executed between the private Owner and the Public Housing Agency (PHA), including a Housing Finance or Development Agency. This form shall not be used for Section 8 programs where the Contract is executed between a private Owner or a PHA-Owner and HUD.

The PHA must prepare and submit for HUD approval, a separate Form HUD-52672 for each Housing Assistance Payments Program Project to compute the estimate of Annual Contributions required for each project. Each individual Form HUD-52672 constitutes the base for estimating the required annual contribution approvable for that project for that fiscal year. The submission of Form HUD-52672 shall be accompanied by a Form HUD-52673, Estimate of Total Required Annual Contributions. Submit an original and four copies of this form to the HUD Field Office.

The calculation of the Administrative Fee for New and Rehab Housing Assistance Payments projects (except in the case of any New or Rehab project of a Housing Finance Agency which is subject to 24 CFR, Part 883, Subpart C, for which no Administrative Fee is payable) shall be based on the unweighted average of the fair market rents for new two-bedroom units as published in the Federal Register which were in effect 90 days prior to the first day of the fiscal year for which this form is submitted. These figures will be provided by the HUD Field Office. For Existing projects the PHA will use the fair market rent for existing nonelevator two-bedroom units instead.

For New and Rehab, the calculation of the Administrative Fee shall include all dwelling units authorized in the Annual Contributions Contract for the project. If, at any time during the fiscal year for which this calculation is made, the number of units authorized for the project is altered, this calculation shall be resubmitted reflecting this change for the portion of the year affected. This calculation shall constitute the required annual contribution approvable for the Administrative Fee for the project for the fiscal year. For Existing, the Administrative Fee shall be calculated for the number of months in the fiscal year that the units are expected to be under a Housing Assistance Payment Contract.

In the Existing program, the following information shall be attached with this form when funds are requested for units which have been authorized but never put under lease:

Approved leasing schedule  
for current Fiscal Year

Quarters  

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Actual Leasing (Give  
estimate for final quarter.)

Quarters  

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For any subsequent fiscal year of a Section 8 Existing project or project amendment which did not meet the approved leasing schedule for the current fiscal year of the project or project amendment, a proposed leasing schedule shall be attached along with a narrative explanation of actions to be taken to assure completion of leasing. Approval of funds for such units is contingent upon approval of the revised leasing schedule.

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1. General

a. First Fiscal Year

- (1) New and Rehab. The first fiscal year for a project shall be the period beginning with the effective date of the Housing Assistance Payment Contract (Contract) and ending on the last day of said established fiscal year which is not less than 12 months after such effective date.
- (2) Existing. The first fiscal year for a project shall be the period beginning with the effective date of the Annual Contributions Contract and ending on the last day of said established fiscal year which is not less than 12 months after such effective date.

b. Completion and Submission of Form HUD-52672.

(1) First Fiscal Year

- (a) New and Rehab. Not earlier than 150 days and not later than 90 days prior to the estimated date of the beginning of the first fiscal year, the PHA shall submit Form HUD-52672.
  - (b) Existing. The PHA shall submit Form HUD-52672 at the time of its submission to HUD of the ACC (signed by the PHA) for its execution by HUD.
- (2) Subsequent Fiscal Years. Not earlier than 150 days and not later than 90 days prior to the beginning of each subsequent fiscal year the PHA shall submit Form HUD-52672.
- (3) Revisions. The above submissions may be revised to reflect changes in circumstances and available data. If at any time during the fiscal year for which this form is submitted the number of units authorized for the project is altered, resulting in an increase or decrease in the authorized annual contribution amount, a revision must be submitted reflecting this change for the portion of the year affected.
- (a) New, Rehab, and Existing - If the authorized units are decreased during the fiscal year, a revised Form HUD-52672 shall be prepared for the number of units eliminated that were included in the previously approved Form HUD-52672, for the period from the date of the amendment to the Annual Contributions Contract to the end of the fiscal year. All columns of Line 01 through 10 of Part 1, and Line 01 of Part 2 shall be completed, and these amounts shall be shown with brackets. On Line 11 of Part 1 and Line 02 of Part 2 enter the amounts shown on the latest previously approved Form HUD-52672, without brackets. A revised Form HUD-52673 shall be prepared and submitted showing the reduced amounts for Housing Assistance Payments and the Administrative Fee. A copy of the revised Form HUD-52672 shall be submitted with each copy of the revised Form HUD-52673.
  - (b) Existing Project Increase - If an Existing Project is authorized additional units during the fiscal year, a Form HUD-52672 shall be prepared for the additional units only. The Form HUD-52672 shall be prepared for the additional units for the period from the date of the amendment to the Annual Contributions Contract to the end of the fiscal year. All columns of Line 01 through Line 10 of Part 1, and Line 01 of Part 2 shall be completed. On Line 11 of Part 1 and

Line 02 of Part 2, enter the amounts shown on the latest previously approved Form HUD-52672. A revised Form HUD-52673 shall be prepared and submitted showing the calculated amounts for the additional units plus those amounts previously approved during the fiscal year. A copy of the revised Form HUD-52672 shall be submitted with each copy of the revised Form HUD-52673.

- (c) **Year-End Settlement** - All PHAs receiving Annual Contributions For Housing Assistance Payments during any fiscal year shall submit a year-end settlement using the prescribed HUD form, after the close of the year, indicating the actual annual contributions earned for Housing Assistance Payments.
- (d) **Supporting Documentation** - For Existing, a brief statement shall accompany this form describing the PHA's plans for administration of the program including the following ongoing functions:
- Making payments to Owners
  - Recertification of incomes
  - Provision of housing information and services to Families
  - Reinspection of units under Contract
  - Maintaining the contractual relationship with Owners
  - As required to replace families dropping out of the program, performing outreach, screening, income verification, property owner public relations program and market information to Families, lease approval and contract negotiation, and inspection
  - Adjustments as necessary in the Schedule of Allowances for Utilities and Other Services
  - Processing requests for Rent Adjustments by Owner

The description shall include the number of employees, manhours and methods to be used, the flow of paper and families through the process, and the organizational structure. For New and Rehab, the PHA shall be prepared to submit supporting documentation substantiating the data reported on this form, if so requested by the HUD Field Office.

- (e) **Administrative Fee** - For New and Rehab, the full amount of the administrative fee will be paid each year, except where not applicable, as noted above. The amount of the administrative fee for a fiscal year will not be reduced even if actual administrative costs for the fiscal year are less, nor will the fee for a fiscal year be increased because the actual administrative costs for that fiscal year are more. For Existing, regardless of expenditures, the full amount of the administrative fee shall be paid for all unit months under a Housing Assistance Payments Contract for the fiscal year, which will be determined by a year-end settlement.

## 2. Heading

- a. **State Code:** Enter applicable state code (see paragraph 5 below).
- b. **Basic Project No:** Enter the number of the project.
- c. **Type of Leasing Method:** Check one block to identify the type of leasing method.

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- d. Fiscal Year Ending: Enter the year (e.g., 1975) and check the appropriate block to indicate the fiscal year ending date.
  - e. Submission: Insert check, if original submission; insert check and revision number, if revised submission.
  - f. Number of Dwelling Units:  
Original Submission: Enter the total number of dwelling units authorized in the project.  
Revised Submission: Enter only the increase or decrease in the number of dwelling units authorized in the project. See paragraphs 1b(3)(a) and (b) above.
  - g. Number of Unit Months:  
Original Submission: For New and Rehab enter the product of the units authorized by the Annual Contributions Contract for the project multiplied by the number of months in the fiscal year for which this form is prepared. Use whole months. For Existing enter the sum of the number of units under Contract in each month of the fiscal year for which this form is being prepared.  
Revised Submission: Enter the product of the decrease or increase in the number of units authorized in the project multiplied by the number of months from the date of the execution of the Revised ACC, Part I, to the end of the fiscal year for which this form is prepared. Use whole months.
  - h. AC Contract Number: Insert Annual Contributions Contract number.
  - i. HUD Field and Regional Offices: Insert appropriate offices.
3. Part 1 - Estimate of Annual Housing Assistance Payments Required
- General: If an original submission, apply the instructions below for all of the units expected to be leased. If there is an increase in the number of units authorized to an Existing Project, show the calculations for Line 01 through Line 10 for the new units only. If there is a reduction in the number of units authorized in any of the three types of lease show the calculations for Line 01 through Line 10 for the units eliminated only; each figure should be bracketed.
- a. Column (2). Enter by size of dwelling unit, the number of units expected to be leased by Families during the year for which this form is prepared.
  - b. Column (3). Enter by size of dwelling unit the estimated weighted average monthly gross rent (rent to owner plus allowance for tenant supplied utilities) of those units expected to be leased by Families during the year for which this form is prepared.
  - c. Column (4). Enter by size of dwelling unit the estimated average monthly amount payable by the Families toward gross rent during the year for which this form is prepared.
  - d. Column (5). Column (3) minus Column (4).
  - e. Column (6). Enter by size of dwelling unit the sum of the number of months each unit will be under lease by a Family during the fiscal year for which this form is prepared. For the purposes of this estimate, a unit shall be considered to be under lease as of the first day of the month such unit is leased by the Family. In Existing, this estimate shall be based on the leasing schedule during the initial leasing period.

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- f. Column (7). Column (5) multiplied by Column (6).
- g. Line (10). Total Column (7).
- h. Line (11). Enter amount approved by HUD for Annual Housing Assistance Payments as shown on the last previously approved Form HUD-52672 for the fiscal year for which a revision is submitted.
- i. Line (12). Line 11, Column (7) plus or minus the amount on Line 10 Column (7).
4. Part 2 - Calculation of Administrative Fee: (Not applicable for any New or Rehab project of a Housing Finance Agency which is subject to 24 CFR, Part 883, Subpart C)
- a. Column (1). For New, Rehab, and Existing enter the number of unit months shown in the Heading of this form as computed in accordance with paragraph 2g above.
- b. Column (2). For New and Rehab: Enter the unweighted average of Fair market rents for new two-bedroom units for the PHA locality as published in the Federal Register which were in effect 90 days prior to the first day of the fiscal year for which this form is submitted. This figure will be provided by the HUD Field Office. If no fair market rents were in effect on this date, the fair market rents first published thereafter shall be used. Any subsequent change in the published fair market rents shall not be grounds for revision of the administrative fee. For Existing: Follow the instructions stated above for New and Rehab, except use the fair market rents for existing Nonelevator two-bedroom units.
- c. Column (3). For New and Rehab projects, insert 3 percent (.03). For Existing projects insert 8.5 percent (.085).
- d. Column (4). Column (1) times Column (2) times Column (3). If this form is submitted to reflect a reduction in the number of authorized units, enter the result in brackets.
- e. Line 02. Enter the amount approved by HUD for Administrative Fee as shown on the last previously approved Form HUD-52672 for the fiscal year for which a revision is submitted.
- f. Line 03. Line 02, Column (4) plus or minus Line 01, Column (4).
5. State Codes. The following is a list of the State Codes; the applicable code is to be entered in the heading.

<u>State or Possession</u>	<u>Code</u>	<u>State or Possession</u>	<u>Code</u>
Alabama.....	01	Idaho.....	16
Alaska.....	02	Illinois.....	17
Arizona.....	04	Indiana.....	18
Arkansas.....	05	Iowa.....	19
California.....	06	Kansas.....	20
Colorado.....	08	Kentucky.....	21
Connecticut.....	09	Louisiana.....	22
Delaware.....	10	Maine.....	23
District of Columbia.....	11	Maryland.....	24
Florida.....	12	Massachusetts.....	25
Georgia.....	13	Michigan.....	26
Hawaii.....	15	Minnesota.....	27

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<u>State or Possession</u>	<u>Code</u>	<u>State or Possession</u>	<u>Code</u>
Mississippi.....	28	Washington.....	53
Missouri.....	29	West Virginia.....	54
Montana.....	30	Wisconsin.....	55
Nebraska.....	31	Wyoming.....	56
Nevada.....	32	American Samoa.....	60
New Hampshire.....	33	Canal Zone.....	61
New Jersey.....	34	Canton and	
New Mexico.....	35	Enderbury Isl(s).....	62
New York.....	36	Guam.....	66
North Carolina.....	37	Johnston Atoll.....	67
North Dakota.....	38	Midway Islands.....	71
Ohio.....	39	Puerto Rico.....	72
Oklahoma.....	40	Ryukyu Islands	
Oregon.....	41	South.....	73
Pennsylvania.....	42	Swan Islands.....	74
Rhode Island.....	44	Trust Territories of	
South Carolina.....	45	Pacific Islands.....	75
South Dakota.....	46	Misc. Caribbean	
Tennessee.....	47	Islands (U.S.).....	76
Texas.....	48	Misc. Pacific	
Utah.....	49	Islands (U.S.).....	77
Vermont.....	50	Virgin Islands.....	78
Virginia.....	51	Wake Island.....	79