

LOW-RENT HOUSING  
LEASED HOUSING HANDBOOK

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CHAPTER 4. PROJECT ADMINISTRATION

SECTION 1. MANAGEMENT

1. ELIGIBILITY, RENTS AND OCCUPANCY. The statutory and contractual requirements relating to eligibility, rents and occupancy for leased housing are the same as those applicable to housing assisted under other provisions of the United States Housing Act with the exception that the necessity for maintaining a 20 percent gap in establishing income limits for admission has been specifically waived by the Congress for Section 23 programs. Leasing programs operated under Section 10(c), however, are not exempt from the gap requirements. Specific regulations as to the establishment of income limit, rent, and occupancy policies are set forth in Handbook RHA 7465.1. While the Local Authorities administering leasing along with conventional low-rent programs may apply rent and income limit policies uniformly to both, there is no requirement that they do so. In order to maintain financial feasibility, give cognizance to the waiver of the gap requirements, or for other reasons, the Authority may establish separate policies that would be applicable to its leasing program.
2. ADMINISTRATION OF LEASED HOUSING UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 - TENANT SELECTION.
  - a. Applicability of Basic Title VI Regulations. General requirements for administration of low-rent housing under Title VI of the Civil Rights Act of 1964 are found in Handbook RHA 7401.1 , Chapter 9, Section 1, Appendix 2. These requirements, except insofar as they are inconsistent with the provisions of this Section, are also applicable to leased housing, both Section 23 and Section 10(c). Where there is inconsistency, notably in relation to the provisions of paragraph 1d of the cited Appendix 2, the provisions of this Section supersede those of Appendix 2.
  - b. General Conditions of Tenancy. The arrangements for selection of tenants for Leased Housing are subject to negotiation and agreement between the Local Authority and the owner of the private accommodations to be leased. Therefore, the conditions of tenant selection may and do vary. However, each such agreement is required to include, among others, the following provisions:
    - (1) That the owner shall not, in the selection or approval of tenants or provision of services, or in any other

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manner, discriminate against any person on the ground of race, color, creed, or national origin.

- (2) That the Local Authority shall reserve to itself the responsibility of determining the eligibility of tenants for admission and continued occupancy.
- (3) That the Local Authority shall reserve to itself the sole right to give notice to a tenant to vacate but the Local Authority shall consider representations from the owner as to termination of tenancy.

c. Inapplicability of Offers Based on Number of Vacancies.

- (1) In the leasing program, units are generally not leased from the owners unless eligible applicants are available to move in when the lease with the owner becomes effective. Normally, therefore, there are no vacancies in the leasing program, and such few vacancies as might develop would in no sense be fairly comparable with the number of vacancies in the locally owned program. For this reason, the system of offers based on largest number of vacancies is not applicable to the leasing program.
- (2) If, however, through moveouts or other reasons, substantial vacancies should develop in a leasing program, the order of offering shall be based on number of vacancies.

d. Selection of Tenants by the Local Authority. If the Local Authority is to select tenants, offers shall be made from the top of the community-wide list. If its program includes both Local Authority owned and Leased housing, it shall establish an order of offering dwellings in the leased program in relation to offers in Local Authority owned housing. For example, the first offering could be to the leasing program and the second and third to the locations in Local Authority owned housing having the most vacancies. Or, the leasing program might be the second or third offering. The established order of offering shall be applied uniformly to all applicants.

e. Selection of Tenants by the Owner.

- (1) If the owner is to select tenants from a list of a specified number of applicants supplied by the Local Authority, referral of applicants by the Local Authority shall be from the top of its community-wide list in the manner specified subparagraph c above.

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- (2) Where the owner selects tenants without assistance from the Local Authority, other than determination of eligibility, or where the owner selects from a list supplied by the Local Authority, or where the owner has the right to reject tenants selected by the Local Authority, the Local Authority shall review the practices of the owner to assure that he does not discriminate against any person on the ground of race, color, creed, or national origin, and in the event of any such discrimination shall take prompt action to enforce the nondiscrimination requirements of its lease with the owner.
- f. Leasing Occupied Dwellings. The Local Authority may lease an occupied dwelling where the dwelling is occupied by a low-income family which is eligible for occupancy in accordance with applicable admission policies. The order of offering set forth in Appendix 2 does not apply in such cases.
- g. Leasing Applicant-Located Dwellings.
- (1) If the Local Authority has established a policy to lease dwellings which are found and brought to its attention by eligible applicants, the order of selection and offering set forth in Appendix 2 does not apply in such cases.
- (2) In the event an applicant advises the Local Authority that he has, on the basis of race, color, creed, or national origin, been denied access to the suitable housing he is able to find, the local Authority shall make an immediate investigation and promptly report its findings to the Regional Administrator for such action as the Department deems appropriate. Any family so denied by an owner shall be offered housing found by the Local Authority when its application reaches the top of the list.
3. SOCIAL SERVICES AND COMMUNITY FACILITIES.
- a. Local Authority Responsibilities. Satisfactory accommodation of low-income families to better housing in a different neighborhood may be an especially difficult problem in the leased housing program. Many applicant families will be entirely capable of readily adjusting and achieving acceptance in working and middle-class neighborhoods where leased housing units are likely to be located. Other

families will need assistance in making a good adjustment because of their poverty and the lack of the minimum living equipment to furnish and maintain their new home. A Local Authority in operating a leasing program will therefore need to make available staff to develop:

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- (1) A positive program, first, to identify families who need assistance in making the adjustment and then to provide the help needed.

It should include:

- Efforts to assure that the family is made to feel welcome by the new neighbors. Resources such as churches, neighborhood centers and schools should be asked to cooperate.
  - Orientation of families as to community facilities and resources that may be available.
  - Assuring that families have the furniture, bedding, curtains, dishes, lawn maintenance equipment, and other items that may be needed. When necessary the family should be assisted in obtaining the essentials prior to moving.
- (2) A system of regular contacts with the occupants that will enable the Local Authority to:
- Recognize needs and act upon them.
  - Marshall the public and private resources that may be available to deal with social problems.
  - Stimulate and direct the interest of the occupants themselves in self-improvement and in the welfare of the neighborhood in which they reside.

Whenever possible, staff should be drawn from among tenants and necessary training should be provided.

- b. Community Facilities. When scattered units are leased, special community facilities space will not ordinarily be needed for leasing programs. If it does become necessary under particular circumstances for the Local Authority, itself, to provide such space, appropriate facilities may be leased. Costs are chargeable as a project expense providing that Regional Office budget approval has been obtained. Consideration might also be given to the use of "joint

financing" arrangements with municipal or nonprofit health, education, welfare and recreation agencies. Any space leased shall conform to basic HUD policies and standards concerning the provision of community facilities and services as stated in

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Handbook RHA 7430.1, Chapter 3, Sections 3 and 4. The duration of any such lease must be consistent with the duration of leases covering the dwelling units being served.

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SECTION 2. FINANCIAL MANAGEMENT

1. GENERAL. Funds for the payment of expenses involved in the operation of leasing programs are generally derived from the rental payments of project occupants, Federal annual contributions, and additional contributions that may be payable pursuant to Section 10(a) of the United States Housing Act on the basis of the number of elderly families, displaced families, large families, and families of unusually low income housed. The Local Housing Authority may obtain payments on account of the contribution by submitting a quarterly request for partial payment (see Paragraph 7). Partial payments for a fiscal year will be limited to the amount of contributions shown in the approved Operating Budget for such fiscal year.

2. FINANCIAL PLANNING

- a. Operating Budgets for leased housing program shall be prepared and submitted in accordance with Handbook 7475.1, Chapter I.
- b. Preliminary Expenses. Along with the first Operating Budget that is submitted when the Annual Contributions Contract for a leasing project is executed, the Local Housing Authority shall forward to the Area Office for approval a listing of any expenses that may have been incurred prior to the execution of the Contract that it proposes to charge to the project. These expenses shall include only reasonable, direct preliminary costs, such as those involved in the preparation of the Application. Indirect costs (for example, Housing Authority overhead expenses) shall not be charged to the project prior to

execution of the Annual Contributions Contract.

\*3. FEDERAL SUBSIDIES.

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- a. Annual Contributions. The Housing Authority may receive, for each day that a unit of a given size is under lease to the Housing Authority and for which rent to the owner is payable, an amount equal to 1/365th of the annual contribution for dwelling units of that size. The annual contribution payable for any period, then, is the aggregate amount computed by multiplying the daily rate for each unit size times the number of unit days that dwellings of that size were under lease to the Housing Authority and adding the products. The number of unit days for each size is found by totaling the number of days individual units of that size were under lease. The Residual Receipts of a project, i.e., any amount by which Operating Receipts exceed Operating Expenditures, plus the authorized Provision for Reserves, serve to reduce the annual contributions.

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- b. Additional Contributions. Additional contributions computed on the basis of the number of elderly families, displaced families, large families, and families of unusually low income that are housed are payable when there is a deficit after application of the full annual contribution calculated as outlined in paragraph 3a above. Additional contributions cannot exceed \$10.00 per month for each unit occupied by a family in one of these categories.

4. REQUESTS FOR PARTIAL PAYMENT OF CONTRIBUTIONS.

a. Annual Contributions.

- (1) Form HUD-52977 shall be used for requesting partial payments on account of the annual contributions payable. An original and four copies of the form shall be submitted to the Area Office for approval. The first request may be submitted immediately upon approval by the Area Office of the first operating budget and shall cover the period to the end of the calendar quarter which is not more than four months after the date of the request. The second and succeeding requests may be prepared and submitted quarterly as of the

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first day of the month preceding the beginning of the quarter for which the request is made. If it is subsequently determined that additional funds are needed because the leasing of dwellings has progressed at a faster rate than anticipated in the regular quarterly request, an amended Form HUD-52977 may be submitted.

- (2) The request for each quarter shall be based on a realistic estimate of the number of dwelling units, by unit size, which will be under lease during all or any part of such quarter, plus or minus the under or over estimate for the preceding quarter. The amount of partial payment will be determined by multiplying the estimated number of units, by unit size, by one-fourth of the Fixed Annual Contribution Rate specified in Part One of the Annual Contributions Contract for each size dwelling unit. In addition, the amount of the partial payment requested may be increased (or decreased) by the anticipated increase (or decrease) in the operating deficit for the quarter, if any, as shown in the Financial Plan submitted pursuant to paragraph 2c above; provided, that the aggregate amount of partial payments for the fiscal year shall not exceed the Fixed Annual Contribution budgeted for the fiscal year. If funds are needed in excess of the amount budgeted because the leasing of dwellings has progressed at a faster rate than anticipated, a revised operating budget should be prepared and submitted to the Regional Office for approval.

\*b. Additional Contributions.

- (1) Additional contributions generally will be paid at the close of the fiscal year. Partial payments on account of such contributions will be made on the basis of a HUD determination that earlier payment is necessary in order to enable the Public Housing Agency (PHA) to meet its current expenses. These determinations will be reexamined annually in conjunction with HUD review of the Operating Budget, and those PHAs for which payments on account are authorized will be so advised.

5. PAYMENTS TO THE PUBLIC HOUSING AGENCY (PHA). When a request for partial payment (Form HUD-52977) is submitted for a total of \$1,200, or less, the entire amount will be paid to the PHA on or about the 20th of the month preceding the beginning of the quarter for which it is requested. For larger amount, the quarterly payment will be divided into equal monthly installments that will

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be disbursed on or about the 20th of the month preceding the month to which they pertain. For PHAs with fiscal years beginning on July 1, the first monthly installment each year will be paid on July 1. All payments of contributions shall be deposited in the General Fund. In cases where, for some special reason, funds are needed prior to the scheduled date for their disbursement the PHA through the Regional Office may request payment at an earlier date. As noted previously, payments to a PHA during a fiscal year are limited to amounts budgeted. If funds are needed and payable in excess of the amount budgeted, a revised Operating Budget should be prepared and submitted to the Regional Office for approval.

\*6. STATEMENT AND VOUCHER FOR BASIC ANNUAL CONTRIBUTION-LEASED HOUSING, FORM . A Form HUD-52981 shall be submitted at the end of each Public Housing Agency (PHA) fiscal year for the PHA's Leased Housing project(s). If the Annual Contributions Contract (ACC) is amended during the fiscal year and the Basic Annual Contribution (BAC) rate specified therein is revised, a separate Form HUD-52981 shall be submitted for the period during which each rate was in effect during the fiscal year. An example of Form HUD-52981 can be found in Chapter 12, Section 11 of the Low-Rent Housing Accounting Guide 7511.1.

a. Submission of Form HUD-52981. The PHA shall submit the Form HUD-52981 to the Regional Accounting Division (RAD), along with a check for any overpayment due HUD as shown on Line 23 of the Form HUD-52981, within 20 calendar days after the end of the PHA's fiscal year. The PHA shall also send a copy of the completed Form HUD-52981 to the appropriate Field Office, Attention: Chief, Assisted Housing Management Branch. The RAD shall maintain a log or tickler file to monitor the receipt of Forms HUD-52981 from PHAs. When a PHA fails to submit the Form HUD-52981 by the end of the month in which it is due, the following procedure shall be followed:

- (1) Action to be taken by the RAD. The RAD shall request the assistance of the Field Office in obtaining the required Form(s) HUD-52981. The RAD shall provide the Field Office, Chief, Assisted Housing Management Branch, with the name and address of the PHA, the project number(s), the ACC number(s) and the ending date of the PHA's fiscal year.
- (2) Action to be taken by the Field Office.
  - (a) Upon receipt of the RAD's request for assistance in obtaining the Form HUD-52981, the Field Office shall review its records to



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\* the PHA may have misdirected the RAD's copy of Form HUD-52981 to the Field Office rather than to the RAD, or (2) if there is any correspondence from the PHA indicating why submission of the Form HUD-52981 has been delayed.

(b) If the Field Office has no record of the PHA submitting the required Form HUD-52981 and there is no documentation as to why the Form(s) has not been submitted, the Field Office Manager/Supervisor shall send a letter to the PHA requesting either (1) the immediate submission of the required Form HUD-52981 to the RAD with copies to the Field Office and OFA, or (2) a written explanation, signed by the Executive Director and the Chairperson of the Board of Commissioners, as to the reason for the Form HUD-52981 not having been submitted and an estimated date by which the form will be submitted. The Field Office's letter to the PHA shall state that, unless the requested information is received within 30 calendar days of the date of the letter, approval of the next Form HUD-52977, Request for Partial Payment of Annual Contribution - Leased Projects, will be withheld until the information is received.

(c) If the PHA does not provide a satisfactory response to the Field Office's letter within the specified time period, the Field Office shall not approve any quarterly requisitions for partial payment of annual contributions to the PHA for the project(s) for which the Form(s) HUD-52981 has not been received.

b. Processing of Form HUD-52981.

(1) Immediately upon receipt of the Form HUD-52981, the RAD shall determine if the PHA has reported an overpayment due HUD on Line 23. When an overpayment due HUD is reported on Line 23 but a check from the PHA in the amount reported is not attached to the Form HUD-52981, the RAD shall: (1) offset the amount of the overpayment against the next scheduled partial payment of annual contributions due the PHA for the project(s) covered by the Form HUD-52981, and (2) send a letter to the PHA, with a copy to the Field Office,

Chief, Assisted Housing Management Branch, stating  
that the next partial payment

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of annual contributions to the PHA for the project(s)  
is being reduced by the amount of the overpayment due  
HUD reported on Line 23 of the Form HUD-52981, but not  
received. These actions shall be taken even though  
the review of the Form HUD-52981 may not be completed.

- (2) Subsequently, the RAD shall perform a detailed review  
of the Form HUD-52981 to reconcile the information  
contained therein. If, after reviewing the  
Form HUD-52981, the RAD finds that the amount of the  
overpayment due HUD which was reported by the PHA on  
Line 23 was incorrect, or if no overpayment was  
reported when one should have been, it shall take the  
following actions, as appropriate:
- (a) If Line 23 was less than the correct amount or if  
no overpayment due HUD was reported when one  
should have been, the RAD shall advise the PHA  
of the difference between the amount reported on  
the Form HUD-52981 and the correct amount. The  
PHA shall be advised that the amount of the  
overpayment will be offset against the next  
scheduled partial payment of annual contributions  
due the PHA for the project(s).
- (b) If Line 23 was greater than the correct amount or  
if an underpayment due the PHA should have been  
reported on Line 23 instead, the RAD shall  
increase the next scheduled partial payment of  
annual contributions due the PHA for the  
project(s) or issue a Treasury check to the PHA  
for the amount of the underpayment. A letter  
shall be sent to the PHA explaining the adjusted  
payment.

The RAD shall advise the Field Office of any action  
taken by it with respect to: (1) The offsetting of any  
amount against a partial payment of annual  
contributions; and (2) Any adjustment for  
underpayments made to the PHA.

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7. SETTLEMENT ON CONTRIBUTIONS PAYMENTS. Annual Contributions Contracts covering leased housing programs include the following provision:

"I. Following the end of each Fiscal Year, the PHA shall promptly pay to the Government, unless other disposition thereof is approved by the Government, the amount of annual contribution paid to the PHA for such Fiscal Year (1) in respect to any dwelling unit which the PHA had not placed under Lease, or (2) which may be attributable to a period (a) prior to the effective date of the Lease covering the dwelling unit, or (b) subsequent to the date of termination of the Lease covering any dwelling unit, or (c) for which the PHA is not obligated to pay rent under the Lease covering any dwelling unit, together with the Residual Receipts of the Project. Amounts in relation to (2), above, shall be determined on the basis of 1/365th of the annual amount allocable to the dwelling unit for each day."

In the event the PHA must retain temporarily all or of any payment of contributions in excess of the amount determined pursuant to this provision to continue the operation of the project, HUD will authorize such retention subject to the condition that:

- the amount to be retained shall not exceed the actual deficit for the project at the close of the fiscal year, excluding provision for reserves, and that
- the amount to be retained shall not be such that the total payment on account of annual contributions for the Fiscal Year exceeds the amount determined by multiplying the number of units of each size which are under lease during the fiscal year by the appropriate annual contribution rate per unit and adding the products. In making the latter computation for the first fiscal year, in the event that the period involved exceeds twelve months, the annual contribution per unit may be adjusted by the addition of the pro rata amount applicable to the period of project operation in excess of twelve months. Any payments of contributions that exceed the amount approved for retention shall be remitted by the PHA or may be deducted from the next quarterly request for payment on account.

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8. OPERATING RESERVE

a. Policy. The objective of this operating reserve policy is to establish the maximum operating reserve which a PHA will be permitted to maintain for leased programs (Section 23 and 10(c)). The availability of operating subsidy as authorized in the HUD Act of 1970 and the "forward funding" procedure which provides for paying the amount of subsidy obligated in the HUD-approved operating budget at intervals throughout the PHA fiscal year have been taken into account in setting these maximums. Since the Act authorizes the payment of operating subsidy to (1) assure the low-income character of the projects, and (2) to achieve and maintain adequate operating and maintenance services and reserve funds, the need to build up large operating reserves has been diminished. Therefore, the authorized level set forth below is based upon the need for working capital and the subsequent year's projected routine expenditures.

b. Basis for Authorized Operating Reserve

(1) For leased housing programs, the authorized operating reserve for each contract to be established at the end of a particular fiscal year shall be equal to one-half (50%) the estimated total routine expenditures (Line 600 on Form HUD-52564) shown on the subsequent fiscal year operating budget; e.g. the authorized operating reserve at the end of fiscal year 1971 would be one-half the budgeted total routine expenditures for fiscal year 1972.

(2) The operating reserve may be established at the authorized operating reserve level as quickly as funds are available for this purpose.

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SECTION 3. REPORTING REQUIREMENTS

1. STATISTICAL REPORTING. The Local Authority shall submit the following reports in the manner specified:

a. HUD-51250, Report on Active Requests for Admission to Low-Rent Housing. (See instructions on back of form.) One consolidated report is to be submitted for all low-rent programs administered by the Local Authority.

(1) Time and Frequency. Annual report as of November 30

to be submitted by December 15 of the year covered.

- (2) Submission. Original and one copy to the Statistics Branch, Office of Housing Management, HUD, Washington, D. C. 20413.
- \* b. HUD-51227, Report on Families Moving Into Low-Rent Housing. (See Statistical Reporting Handbook RHM 7505.1, \* for instructions.) The report for leased housing shall not be consolidated with other low-rent programs administered by the Local Authority.
  - (1) Time and Frequency. Semiannual report for the six-month periods ending March 31 and September 30, to be submitted by April 15 and October 15, respectively.
  - (2) Submission. Original and one copy to the Statistics Branch, Office of Housing Management, HUD, Washington, D.C. 20413.
- \* c. HUD-51245, Report on Regular Reexamination of Families in Low-Rent Housing. (See Handbook RHM 7505.1, for \* instructions.) The report for leased housing shall not be consolidated with other low-rent programs administered by the Local Authority.
  - (1) Time and Frequency. Semiannual report for the six-month periods ending March 31 and September 30, to be submitted by April 15 and October 15, respectively.
  - (2) Submission. Original and one copy to the Statistics Branch, Office of Housing Management, HUD, Washington, D.C. 20413.

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- d. HUD-52221, Report on Pre-Occupancy Status and Type of Units in Leased Housing. (See attachment to Circular dated 6-5-69, Revised Postcard Reports--Leased Housing Program, for instructions.)
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  - (1) Time and Frequency. Monthly report to be submitted by the close of business on the last day of each month beginning with the month during which the Annual Contributions Contract was initially executed. Reporting is to be discontinued when all of the units under ACC are under effective lease with the owners and available for occupancy by low-income families.
  - (2) Submission. Original to the Statistics Branch, Division of Research and Statistics, Housing

Production and Mortgage Credit, HUD, Washington, D.C. 20410; one copy to the Production Division in the Area Office or to the Assistant Regional Administrator for Housing Production and Mortgage Credit, where the Regional Office performs the functions of an Area Office, unless notified otherwise. \*

- e. HUD-52209, Report on Initial Occupancy of Low-Rent Projects. (See instructions on back of form.)
  - (1) Time and Frequency. Monthly report to be submitted as of the last day of the month and to continue through the month during which 95 percent of the units under ACC are occupied. (See Form HUD-51235.)
  - \* (2) Submission. Original and one copy to the Housing Management and Tenant Services Branch in the Area Office or to the Assistant Regional Administrator for Housing Management and Community Services where the Regional Office performs the functions of an Area Office, unless notified otherwise.
- f. HUD-51235, Report on Occupancy. (See Handbook RHM 7505.1, for instructions.)
  - (1) Time and Frequency. Semi-annual report to be submitted on the first day following June 30 and December 31.
  - (2) Submission. Original and one copy to the Statistics Branch, Office of Housing Management, HUD, Washington, D.C. 20413. \*

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- (2) Submission. Original and one copy to the Statistics Branch, Housing Assistance Administration, Washington, D.C. 20413.
- h. HUD-52293, Certificate Regarding Tenants Admitted to Low-Rent Housing. (See instructions on back of form.)
  - (1) Time and Frequency. Annual report to be submitted within 30 days following the end of the period covered.
  - (2) Submission. Original only to the Regional Housing Assistance Office.
- 2. FINANCIAL REPORTING. Handbook RHA 7510.1, Chapter 13, contains

information pertaining to the reporting requirements that apply to Leased Housing.

3. LOCATION OF UNITS LEASED. Local Authorities operating leased programs are required to report to the appropriate Regional Housing Assistance Office the location of all units for which rental agreements have been negotiated and the race of the family occupying each unit.

A map of the community showing the location of dwellings rented under the leased program shall be prepared and submitted to HAA when thirty percent of the total units authorized in the Annual Contributions Contract are occupied and again when sixty percent of the total dwellings are occupied. Thereafter, a map designating the location of leased units shall be submitted annually, as of September 30, but not earlier than six months after submission of the second map.

a. Single Family Structures. A black dot can be used to show the location of the structure and the racial occupancy can be indicated as follows:

|       |                     |
|-------|---------------------|
| 1-W:  | White (nonminority) |
| 1-N:  | Negro               |
| 1-AI: | American Indian     |
| 1-SA: | Spanish American    |
| 1-OR: | Oriental            |
| 1-OM: | Other Minorities    |
| 1-V:  | Vacant              |

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b. Multi-Family Structures. The location of the structures is to be shown on the map by means of a black dot or other identifying symbol. The information listed below should be shown on the map or on a separate sheet:

- (1) The total number of units in the structure.
- (2) For those units not leased to the Local Authority, show the number occupied or vacant by: White (non-minority), (W); Negro, (N); American Indian, (AI); Spanish American, (SA); Oriental, (OR); Other Minorities, (OM); and Vacant, (V).
- (3) For those units under lease by the Local Authority show the number occupied or vacant by: White (non-minority), (W); Negro, (N); American Indian, (AI); Spanish American, (SA); Oriental, (OR); Other Minorities, (OM); and Vacant, (V).

The maps used to show the location of dwelling units should clearly indicate the streets or blocks. If such maps are not available locally, they may be obtained from the Distribution Section, Geological Survey, Washington, D.C. 20242, which maintains maps covering any city or area of interest. The request should state "Special printing if available." The map scales are 1 to 24,000 and 1 to 64,000 depending on the size of the area covered.

c. The reporting requirements contained in this paragraph have been approved by the Bureau of the Budget in accordance with the Federal Reports Act of 1942.

4. MISCELLANEOUS REPORTS AND RECORDKEEPING. Reports and records required pertaining to personnel policies, motor vehicles, insurance losses, and records preservation and disposal are contained in Handbook RHA 7401.1.