

LOW-INCOME HOUSING
LEASED HOUSING HANDBOOK

Low-Income Leased Housing, Handbook cancelled as a requirement, but retained as guidance to understanding and interpreting the regulations.

TABLE OF CONTENTS

Paragraph

CHAPTER 1. INTRODUCTION

SECTION 1. THE SECTION 23 LEASED HOUSING PROGRAM

1. Legislation
2. Features of the Program
3. Programming Considerations
4. Dwelling Units
5. Congregate Housing
6. Construction for Leasing
7. Homeownership Objectives
8. FHA, VA and Section 202 Properties

SECTION 2. THE SECTION 10(c) LEASING PROGRAM

1. Legislation
2. Features of the Program
3. Use of Section 23 Procedures and Forms

CHAPTER 2. PROGRAM DEVELOPMENT

SECTION 1. APPLICATIONS

1. Forms and Filing
2. Rental Market Information
3. Financial Feasibility
4. Program Development Schedule
5. Contract Coverage of Program in Increments

SECTION 2. CONTRIBUTIONS AND SUBSIDIES

1. The Flexible Formula
2. Alternate Methods of Determining Annual Contributions
3. Annual Contributions for Expanded Programs
4. Contributions for Programs Contracted in Increments
5. Effective Date of Annual Contributions Contract Changes
6. Additional Contributions

CHAPTER 3. PROJECT OPERATIONS

SECTION 1. LEASING

1. Surveys, Listings and Inspections
2. Actions to Secure Listings
3. Lease Negotiations
4. Leasing Occupied Units

LOW-INCOME HOUSING
LEASED HOUSING HANDBOOK

Paragraph

SECTION 2. LEASES

1. Format
2. Recording
3. Mandatory Provisions
4. Recommended Provisions
5. Program Authorization

SECTION 3. PROGRAM REVISION

1. Reallocation of Units
2. Program Increases
3. Program Decreases
4. Documentation

CHAPTER 4. PROJECT ADMINISTRATION

SECTION 1. MANAGEMENT

1. Eligibility, Rents and Occupancy
2. Administration of Leased Housing Under Title VI of the Civil Rights Act of 1964 - Tenant Selection
3. Social Services and Community Facilities

SECTION 2. FINANCIAL MANAGEMENT

1. General
2. Financial Planning
3. Federal Subsidies
4. Requests for Partial Payment of Contributions
5. Payments to the Public Housing Agency
6. Statement and Voucher for Basic Annual Contribution - Leased Housing, Form HUD-52981
7. Settlement on Contributions Payments
8. Operating Reserve

SECTION 3. REPORTING REQUIREMENTS

1. Statistical Reporting
2. Financial Reporting
3. Location of Units leased
4. Miscellaneous Reports and Recordkeeping *

TABLE OF CONTENTS

Paragraph		Page
* CHAPTER 5. FINANCIAL CLOSE-OUT AND TERMINATION OF SECTION 23 LEASED HOUSING PROGRAMS		
5-1	Purpose	5-1
5-2	Background	5-1
5-3	Definitions	5-2
5-4	Conversion Budget(s)	5-3
5-5	Notification by the PHA of Intent to Terminate the Section 23 Program	5-4
5-6	Final Budget	5-4
5-7	Disposition of Assets other than Cash	5-5
5-8	Disposition of Cash Remaining at Time of Final Close-Out	5-5
5-9	Accounting Entries for the Disposition of Cash and Other Assets	5-6
5-10	Tenants Accounts Receivable	5-9
5-11	Independent Public Accountant Audit	5-9
5-12	Unused Prepaid Insurance and Other Receivables	5-10
5-13	Financial Statements and Reports	5-10
5-14	Final Close-Out	5-10
5-15	Receipts and Expenditures Subsequent to Termination of ACC	5-12*

FORWARD

This Handbook prescribes policies and procedures covering the leased housing program, both Section 23 and Section 10(c), and also provides some advisory material to assist Local Housing Authorities to obtain and operate such housing.