

## CHAPTER 2. REPORTING ON FORM HUD-51234, REPORT ON

### OCCUPANCY FOR PUBLIC AND INDIAN HOUSING

2-1. HOUSING PROGRAMS COVERED BY THIS CHAPTER. Form HUD-51234, Report on Occupancy for Public and Indian Housing, Appendix 1-2, is an annual report designed to take inventory of units occupied in each project. This Chapter applies only to Public and Indian Housing projects including the Section 23 program, Turnkey III Homeownership Opportunities Program, and Mutual Help. This form is not used to report occupancy under the Section 8 program.

2-2. RESPONSIBILITY FOR COMPLETION OF FORM HUD-51234. Each public housing agency (PHA) or Indian Housing Authority (IHA) completes Form HUD-51234 for projects described in paragraph 2-1 above, using the instructions contained in Appendix 1-1.

2-3. DISTRIBUTION OF FORM HUD-51234. The PHA sends the original Form HUD-51234 in time to reach the HUD Field Office no later than the third Friday following the report date indicated on the Reporting Schedule below. PHAs (and IHAs in Alaska) forward the form to the HUD Office having jurisdiction over the PHA or IHA, Attn: Assisted Housing Management Branch (or organizational counterpart in collocated office). IHAs, except in Alaska, forward the form to the Office of Indian Programs or Division of Indian Programs.

#### REPORTING SCHEDULE

Fiscal Year Beginning Date	Report Date (as of)
October 1	March 31
January 1	June 30
April 1	September 30
July 1	December 31

2-4. RESPONSIBILITY FOR MONITORING THE SUBMISSION AND COMPLETION OF FORM HUD-51234. The Assisted Housing Management Branch of each HUD Office ensures that each PHA required to report on this form does so on time. In collocated offices, forms are sent to the Director, Assisted Housing Management Branch/or designated organization responsible for overseeing PHA operations, Regional Office of Public Housing. Offices of Indian Programs and Divisions of Indian Programs have a like responsibility for IHAs in their jurisdiction.

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2-5. HUD FIELD OFFICE RESPONSIBILITY FOR ENTERING DATA ON FORM HUD-51234 INTO THE AUTOMATED INFORMATION SYSTEM. Handbook 4050.1 sets forth procedures for entering occupancy data from the Form HUD-51234 into the Field Office Reports Management System (FORMS).

2-6. PROJECT NUMBER(S). The number to be entered into the "project number" block on Form HUD-51234 is that which is reflected

in the Annual Contributions Contract (ACC). Do not enter the ACC number.

a. Configuration of Project Numbers. Project numbers assigned to PHAs by the HUD Field Office since February 1977 should be a standard length of 8 or 11 alpha/numeric positions; for example: MA021003 or MA06P021003 for Public Housing and C0035012 or C099B035012 for Indian Housing.

b. Project Number Clarification. It is essential that the correct project numbers are entered into this column because the data will be entered into the automated FORMS by HUD Field Office personnel.

2-7. FORMS SUPERSEDED. Form HUD-51234 replaced Form HUD-51235, Form HUD-51230 and Form HUD-52209.