

APPENDIX 1-1

GENERAL INSTRUCTIONS FOR COMPLETING FORM HUD-51234. PHAs and IHAs are required to submit Forms HUD-51234 to their respective Field Office using a report date that is six months prior to the start of their new fiscal year. The PHA/IHA shall enter the required data on this Form for each of its projects, starting when the project(s) attains the Date of Full Availability (DOFA). Use as many pages of Form HUD-51234 as may be required to report the data on a project-by-project basis.

SPECIFIC INSTRUCTIONS FOR COMPLETING FORM HUD-51234. See Appendix 1-3 for an example of a completed Form HUD-51234.

- a. Block 1 - PHA/IHA Name. Enter name of PHA/IHA.
Example: Housing Authority of the County of Springfield.
- b. Block 2 - Report Date. Enter report date.
- c. Block 3 - Project Name. Enter name of project.
- d. Block 4 - Project Number. (See paragraph 2-6)
- e. Block 5 - Total Project Units. Enter total number (including elderly/handicapped) in project. Total project units are defined as total number of dwelling units stipulated in the ACC:

(1) Less the Following:

(a) Any units absorbed through conversion to larger dwelling sizes with HUD approval, if such changes have not been reflected in the ACC as of the reporting date. For instance, if two, 2-bedroom units had been converted to one 5-bedroom unit or one wheel-chair accessible unit, total project units would be one less than the number of units in the ACC;

(b) Units demolished or disposed of through sale or leasing for non-residential use with HUD approval pursuant to Handbook 7486.1, dated October 24, 1986, if such changes have not been reflected in the ACC as of the reporting date.

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(c) Units that have received HUD approval for demolition or disposition on or before the reporting date but have not yet been finally demolished or disposed of by the reporting date shall be excluded from the Total Project Unit count, if they are vacant as of the reporting date. Units that are vacant because of vandalism, maintenance problems, modernization, rehabilitation, etc.

are included in the Total Project Unit count.

- (2) Plus the Following: Units created by the dividing of one larger unit into smaller units with HUD approval, if such changes have not been reflected in the ACC as of the reporting date.

- f. Block 6 - Total Employee Units. Enter number of units occupied by employee families whose occupancy of the dwelling is contingent upon their employment by the PHA. If none, enter 0.
- g. Block 7 - Total Nondwelling Units. Enter the units that have been converted to nondwelling units, such as rooms for community use. If none, enter 0.
- h. Block 8 - Total Units Available for Occupancy. Enter the number of dwelling units in the project available for occupancy. Total units available for occupancy must equal total project units (Block 5) minus total employee units (Block 6) minus total nondwelling units (Block 7).
- i. Block 9 - Total Vacant Units. Enter the number of units available for occupancy which are vacant. Include units that are vacant because of vandalism, maintenance problems, modernization, rehabilitation, etc. If none, enter 0.
- j. Block 10 -Total Low-Income Units Occupied. Enter the total (including elderly/handicapped) number of units occupied by lower income families (excluding project employees - in Block 6). Total units occupied (Block 10) plus total vacant units (Block 9) must equal total units available for occupancy (Block 8). If none, enter 0.
- k. Block 11 - Elderly Low-Income Units Occupied. The number of units occupied by the elderly. Elderly families are defined as single persons or families whose head of household or spouse is: (i) 62 years of age or older, (ii) handicapped, and/or (iii) disabled. If none, enter 0.
- l. Block 12 - Signature, Title and Date Prepared. Form HUD-51234 must be signed and dated by a PHA/IHA official.