



**U.S. Department of Housing and Urban  
Development**

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**Notice PIH 96-21 (HA)**

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**Special Attention:**  
**Secretary's Representatives; State and  
Area Coordinators; Public Housing  
Office Directors; Native American  
Programs Office Administrators;  
Public Housing Agencies;  
Indian Housing Agencies**

**Issued: April 19, 1996  
Expires: April 30, 1997**

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**Cross References:**

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**Subject:** Update - Accounting Procedures for Special

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- I. **PURPOSE.** This Notice updates and supersedes Notice PIH 95-1. This Notice provides instructions and procedures to State and Area Offices and housing agencies (HAs), including Indian Housing Authorities (IHAs), for budgeting, requisitioning and approving payment of special Section 8 administrative fees provided in FY 1995 for service coordinators for Family Self-Sufficiency (FSS) and Section 8 counseling, as applicable.

Congress did not authorize Fiscal Year 1996 funds to pay for service coordinators for FSS. The instructions in this notice are provided to assist HAs, IHAs and State/area offices in the processing of financial documents.

This notice also provides new procedures applicable to the HUD Central Accounting and Programs System (HUDCAPS).

- II. **BACKGROUND:** In Fiscal Year 1995, Congress authorized funding to support fees for service coordinators for FSS and Section 8 mobility counseling. These funds were used by the HAs to either retain the services of a service coordinator to coordinate the supportive services under the FSS program, or to employ a counseling agency to assist Section 8 rental voucher and certificate holders to move to census tracts having low concentrations of low income families.

### III. FIELD OFFICE PROCESSING PROCEDURES.

- A. **Funding** provided for a service coordinator is considered as a special administrative fee and a separate funding increment will be reserved and contracted in HUDCAPS. Instructions for reserving and contracting special fee increments in HUDCAPS are contained in the Reservations and Contracts Procedures guide for HUDCAPS.

Funding for a service coordinator will be listed on the funding exhibit of the ACC as a new funding increment, and have a term of one year. Each funding increment will have its own beginning and ending date of term and will not be renewable at the end of the term.

- B. **ACC Contract Terms.** The first day of term and last date of term for the service coordinator funding increment must be entered on the funding exhibit before the ACC is transmitted to the HA for execution.

The first day of term shall be the first day of the month. To calculate the effective date of the funding increment, the Field Office shall allow the HA at least 30 days from the day the ACC is sent to the HA for signature to return a properly executed ACC to HUD. For example, if the Field Office prepares an ACC on September 15, and sends the ACC to the HA for signature on September 20, the Field Office would enter an effective date of November 1 on the funding exhibit before sending the ACC to the HA.

If the Field Office determines that 30 days is not sufficient time for the HA to execute the ACC and return it to HUD, the Field Office may exercise discretion to establish a later effective date. However, such date must always be the first day of a month.

For more information regarding Section 8 ACC requirements, see PIH Notice 94-29 issued on May 26, 1994.

- C. **Program Codes.** State and area offices must use the following HUDCAPS program codes:

Section 8 Counseling (litigation or mobility)

Rental Certificate program PAOSE

Rental Voucher program \* PAOCV

Family Self Sufficiency Program Coordinator

Rental Certificate program PFSCO

Rental Voucher program \* PFSVO

\* A Certificate program type is used to process special fees for administrative convenience, and the voucher program type is used only when the HA does not have a rental certificate program.

- D. **Funding Increment Number:** In HUDCAPS, special fees require the replacement of the sequential portion of the funding increment number with a custom value beginning with the letter "F" for FSS Coordinator Fees or "C" for Section 8 Counseling Fees, followed by a two-digit sequential number. (Funds for litigation mobility counseling are included in the "C" category.) See the HUDCAPS Reservations and Contracts procedures guide for instructions on changing the last four characters to reflect these special fees.

EXAMPLE: MA002CE0F01, for FSS coordinator fees

MA002CE0C01, for Section 8 counseling fees

If an incorrect funding increment number has already been entered into HUDCAPS, the existing reservation and contract, if applicable must be canceled and reentered using the correct funding increment number.

- IV. **DOCUMENTS.** The HA is not required to submit a separate requisition, budget or year-end statement for funding which has been provided to support special fees for service coordinator or mobility counseling. Instead, the HA will include the special funding increment, along with its ongoing and renewal funding increments as part of the consolidated financial documents submitted to HUD.

- A. **Form HUD-52673, Estimate of Total Required Annual Contributions.** The HA must report the amount of contract authority under the ACC on Line 11 of the Form HUD 52673, and the amount claimed for the special fees on Line 18, along with the estimated amount of the hard-to-house fees. The HA is not required to report the special fees on the Form HUD-52672.

The special fees are not earned based on a formula like the earned ongoing administrative fee, but are based on actual costs incurred by the HA. The amount of the special fees must be broken out from the hard-to-house fees and reported at the bottom of the Form HUD-52673 with a note specifying the individual amounts are for a service coordinator, or mobility counseling.

- B. **Form HUD-52681, Voucher for Payment of Annual Contributions and Operating Statement.** The HA must also report the amount of contract authority under the ACC on Line 12 of the Form HUD 52681. At the end of the HA fiscal year, the amount of special administrative fees for a service coordinator or mobility counseling must be entered on Line 20 of the form, along with the amount of the hard-to-house fees earned for the year. The HA is not required to submit a supporting schedule to cost justify the special fees since the HA has already provided justification for the fee in the application to HUD. However, the HA must note the total amount of special fees claimed for service coordinator or mobility counseling at the bottom of the Form HUD-52681.

If the HA does not spend all of the funding for special fees within the one year term of the ACC, the HA may use the undisbursed budget authority (i.e., program reserves) to support payments for special fees. The funding for special fees is available until fully disbursed, even after the contract has expired. Therefore, any unused portion of the special fees should be tracked separately from the "regular program reserves" and State/Area Offices must be sure to deduct the special fee program reserves from "regular program reserves" when calculating the amount of reserves available for extensions.

- V. **CONTACT**. Should staff require further assistance, contact the Finance Division at (202) 708-2934.

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Kevin Emanuel Marchman  
Deputy Assistant Secretary  
for Distressed and Troubled  
Housing Recovery