



**Instructions**

**General.** Use these forms to: 1) track processing steps required on individual projects; 2) ensure that funds are not committed in excess of the Field Office's subassignment authorized on form HUD-185.1; and 3) prepare the Monthly Flexible Subsidy Status Report (form HUD-9824F). A copy of this form must be attached to the Quarterly Report.

**Part I: Form HUD-9823C**

**Heading Data.** Obtain Field Office subassignment from form HUD-185.1. The Source Year is the HUD fiscal year for which the funds were appropriated.

**A. Project Information Data:**

1. **Log No.** Assign numbers consecutively starting with 1.
2. **FHA Project Number.** Enter 8-digit FHA project number. Do not include Section of Act or ownership suffix.
3. **Project Name.** Use name appearing on project regulatory agreement. Abbreviate as necessary, using a maximum of 16 characters.
4. **Section of Act Code.** Enter the appropriate 3-digit code from list below.

MMB = 221(d)(3) BMIR	VAR = 236 regular
MMI = 221(d)(3) MIR	VAT = 236/20%
QER = 231 (elderly)	IRI = 207/22% (f)

5. **Subsidy Code.** Enter as many one-digit codes as applicable from the list below:
  - 1- Rent Supplement
  - 2- Deep Subsidy (RAP)
  - 3- Section 8 LM Set-Aside
  - 4- Section 8 Property Disposition
  - 5- Section 8 Finders-Keepers
  - 6- Tax and Utility Subsidy
  - 7- Section 23
6. **Owner Code.** Enter applicable one-digit code from list below.
  - 1- Limited dividend (LD)
  - 2- Profit Motivated (PM)
  - 3- Non-profit (NP)
  - 4- Coop
7. **Mortgage and Financial Status Code.** Enter only one 3-character code from list below. Please note that there is one set of codes for insured mortgages and one for HUD-held mortgages.

**Insured**

G03 - Current Under Mortgage  
G04 - In Default Under Mortgage  
G05 - Under Modification - Current  
G06 - Under Modification - In Default

**HUD-Held**

J01 - Current Under Mortgage  
J02 - Delinquent Under Mortgage  
J03 - Under Work-out - Current  
J04 - Under Work-out - Delinquent

8. **Number of Units.** Enter total number of units for each project. Total these numbers at the bottom for each page of the log.

**B. Project Analysis Data:**

**1. Dates of Field Office Reviews:**

- a. **Management Review.** Enter month/day form HUD-9834, Management Review Report, was completed.
- b. **Physical Inspection.** Enter month/day form HUD-9822, Report of Physical Condition and Estimate of Repair Cost, was completed.

**2. Parts A through G of Project Analysis Worksheet Completed.** Enter month/day.

**3. Tenant Input Letter Sent.** Enter month/day owner sent letter to tenants.

**4. Local Government Letter Sent.** Enter month/day.

**5. MIO Plan Executed.** Enter month/day the Loan Management Branch Chief signed MIO Plan.

**6. Justification Completed.** Enter month/day form HUD-9815A, Justification for Use of Flexible Subsidy, was completed.

**C. Program Implementation Data:**

**1. Reservation Signed by FOD.** Enter month/day form HUD-9823, Reservation of Flexible Subsidy Funds, was signed by Field Office Manager/Supervisor.

**2/3. \$ Amount Reserved for Source Year 19 Funds.** Enter source year at top of column. For each source year, enter net amount shown on form HUD-9823, Reservation of Flexible Subsidy Funds. This amount must be revised whenever the reservation amount is revised, the contract amount amended, or the contract cancelled. At the bottom of the page, enter page and cumulative totals for each source year.

**4. Reservation Signed by RAD.** Enter month/day form HUD-9823 was signed by the Regional Accounting Division (RAD).

**5. Congressional Notification Sent.** Enter month/day form HUD-9823E was sent by telefax to Headquarters.

**6. Date of Last Reservation Amendment.** Enter month/day the RAD signed the last reservation amendment, if any.

**7. \$ Amount Total Contract.** The contract amount must equal the sum of the net amounts reserved for each source year. Enter page and cumulative totals at bottom of page.

**D. Monitoring and Close-Out Data:**

**1. Contract Term.** Enter starting and ending dates (month/day/year).

**2. On-Site Visits.** Enter month/day that the six-month site inspection and close-out review were completed.

**Part II: Form HUD-9823D**

After the Office Manager/Supervisor has signed the contract, record the total sources and uses of Project Improvement Funds on this form. Obtain Sources and Uses from Part II, Section C (HUD-9835B) of the MIO Plan. Log No. refers to Log number assigned on Part I of the Flexible Subsidy Control Log. One column should be completed on each project.

**Ratio Analysis.** For each column, divide the appropriate Line by number of units in the project. Example:

Total repairs/units = Line 1 " No. of Units

Monthly Operating Deficit Unit = Line 3d " No. of Units

