

Reservation of Flexible Subsidy Funds

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

Project Name and Address	2. Field Office
	3. FHA Project No.
	4. Date Prepared

5. Purpose of This Action (Check applicable box)

<input type="checkbox"/> Initial Reservation _____	<input type="checkbox"/> Operating Assistance Program
<input type="checkbox"/> Increase/Decrease Reservation Contract Amendment No. _____ Attached	<input type="checkbox"/> Capital Improvement Loan

6. Funding and Accounting Data

Reservation No. HT-	Reservation No. HT-
a. Reservation Outstanding \$	Reservation Outstanding \$
b. Increase/Decrease \$	Increase/Decrease \$
c. Net Amount \$	Net Amount \$
Contract Term _____ thru _____	Contract Amount \$ _____

In accordance with the authority delegated to me, I request that you complete the action indicated above. I certify that this action is consistent with the provisions of Section 201 of the Housing and Community Development Amendments to 1978 and applicable Departmental Handbooks.

Director of Housing	Signature of Authorized Official	Date
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8. For Regional Accounting Division Only

The Reservation(s) has been recorded or adjusted to the net amount(s) shown in Box 6, Line C.

Other (Specify) _____

By	Title	Date
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Instructions for Completing Form HUD-9823, Reservation of Flexible Subsidy Funds

This form is used to effect the initial reservation of flexible subsidy funds as well as subsequent increases or decreases in the reservation. The Field Office shall prepare an original and two copies. The original and one copy is sent to the Regional Accounting Division (RAD); one copy is retained in the field office tickler file. After RAD has processed the form, RAD will sign Section 8 of the form and return the executed copy to the Field Office. The field office must record all reservation activity on the flexible subsidy control log.

1. Enter the name of the project as it will appear in the Financial Assistance Contract (Form HUD-9819).
3. Enter the eight-digit FHA project number and all suffixes.
5. Check applicable box. The Field Office may not execute a contract for an amount in excess of the funds the RAD has reserved for a project. Hence, the Field Office can increase the amount of an existing contract only after it has reserved the additional funds required. To decrease an existing contract, the Field Office must complete this form and attach a contract amendment executed by the Field Office and the Housing Owner. The contract amendment must incorporate an amended MIO Plan. To increase or decrease a reservation on a project for which a contract has not been executed, the Field Office need only complete this form. Neither contract amendments nor changes in reservations are required when the Field Office is merely redistributing the same annual contract amount among the four quarterly periods.
6. A contract may be funded with flexible subsidy funds appropriated for different HUD fiscal years. Use a separate column for each fiscal year. The reservation number should consist of the program fund initials (HT), the source year (i.e., the HUD fiscal year in which the funds were appropriated) and a consecutive number beginning with "1" and continuing thru the number of projects funded from the source year's allocation. For example, the first project funded for Flexible Subsidy out of the FY 1979 allocation would be HT-79-1. The reservation number does not change when the amount of the reservation is increased or decreased. If FY 1979 funds are recaptured from one project and then reserved during FY 1980 for another project, the funds reserved in FY 1980 would still have a "79" reservation number. The reservation number indicates the fiscal year in which funds were appropriated (1979) rather than the fiscal year in which the second reservation was made (1980).
 - a. Reservation Outstanding. Leave blank when requesting an initial reservation.
 - b. Increase/Decrease. Insert amount of initial reservation for a proposed contract. Insert increases to existing reservation without brackets and decreases with brackets.
 - c. Net Amount. Amount in (a) plus increases in (b) or amount in (a) less decreases in (b).
 - d. Contract amount is sum of Lines c for all reservation numbers.