
Special Attention of:	NOTICE PIH 97-42 (HA)
	Issued: 7/23/97
Secretary's Representatives;	Expires: 7/31/98
State/Area Coordinators; Directors, Public Housing Divisions; Administrators, Offices of Native American Programs;	Cross References: Handbook 7465.3, The Public and Indian Housing Occupancy Reporting Handbook
Public Housing Agencies and Indian Authorities; Resident Management Corporations	

Subject: Responsibility for Completion of Form HUD-51234, Report on Occupancy for Public and Indian Housing

1. Purpose.

This Notice reminds all Housing Agencies (HAs) administering Public and Indian Rental Housing, including the Section 23, Turnkey III and Mutual Help Programs, that the Form HUD-51234, Report on Occupancy for Public and Indian Housing, Attachment #1, must be filled out on an annual basis and forwarded to the appropriate HUD State/Area Office or Office of Native American Programs in a timely manner. The form provides HUD with the number of HA units occupied by households on a project-by-project basis, as well as the number of vacant units.

This information is integrated with Departmental databases to track and monitor HA unit inventories. As an example, Form HUD-51234 data serves as the basis for "units occupied" on a monthly reconciliation report generated by Headquarters to Field Offices reflecting the level of HA reporting on the Form HUD-50058, Family Report. Since HAs are evaluated on this information, it is critical that they provide correct and accurate data on the Form HUD-51234.

The form is not used to report occupancy under the Section 8 Rental Programs.

2. Background.

In January 1988, HUD issued Handbook 7465.3, The Public and Indian Housing Occupancy Reporting Handbook, which set forth guidance to HAs and Field Offices on the reporting of occupancy information. This Handbook provides instructions and related material on the Form HUD-51234, an annual report designed to take inventory of units in each HA project.

HAs were 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 HA enters the required data on the Form for each of its projects, starting when the project(s) attains the Date of Full Availability (DOFA). Agencies were encouraged to use as many pages of the form as may be required to report the data on a project-by-project basis.

3. Action Required.

For HAs:

- . HAs complete Form HUD-51234 for all projects under management, using the instructions contained in Handbook 7465.3, included as Attachment #2 to this Notice.
- . HAs send the original Form HUD-51234 to the HUD Field Office, attention (Office of Public Housing/or Director of Management for Indian Housing).

For the HUD Field Office:

- . Field Offices are to electronically generate blank copies of the Form HUD-51234 and cover letter, and send them to all HAs in their jurisdiction six months prior to the start of their new fiscal year.

REPORTING SCHEDULE

<u>Fiscal Year Beginning Date</u>	<u>Report Date</u>
October 1	March 31
January 1	June 30
April 1	September 30
July 1	December 31

The Field Office is responsible for monitoring the submission and completion of Form HUD-51234. All HAs are required to report the status of their inventory of units on a regular basis.

Upon receipt of an HA's submittal (no later than the third Friday following the report date indicated on the above schedule), data is to be electronically entered into the System for Management Information Retrieval, Public Housing (SMIRPH). For Indian Housing, data is to be entered into the Management Information Retrieval System (MIRS).

4. Technical Assistance.

Questions regarding submission of the Form HUD-51234 may be directed to Earl Simons, Occupancy Specialist, at (202) 708-0614, Ext. 4026.

/s/
 Kevin Emanuel Marchman,
 Acting Assistant Secretary
 for Public and Indian Housing