
CHAPTER 5. NUMBERING SYSTEM FOR URBAN HOMESTEADING PROGRAMS

5-1. ADMINISTRATION AND CONTROL OF PROJECT NUMBERS

- A. The project number is assigned by the Field Office Urban Homesteading Coordinator in CPD when the application is approved. (See Appendix 8 for all Urban Homesteading project numbers through FY 1989.)
- B. The Urban Homesteading Coordinator is responsible for notifying the LUHA and the appropriate HUD, VA, and FmHA Offices of the number assigned to each LUHA within its jurisdiction. This includes notification that the Fiscal Year segment changes each year.
- C. All documentation related to the Urban Homesteading Program must reference the number assigned to the LUHA, in the formats presented in this chapter.

5-2. NUMBERING SYSTEM FOR ALL URBAN HOMESTEADING DOCUMENTS

- A. Program Accounting System. The automated OFA Program Accounting System (PAS) accommodates up to 14 characters for the Urban Homesteading numbering system. No spaces, hyphens, or slashes are permitted in the number. This format is used for all documentation with the exception of the Urban Homesteading Program Management Information System (UHPMIS) and FORMS/CPD noted in "B" below.

The numbering system has six segments.

- 1. Program Identification (1 character)
H-Urban Homesteading Program
- 2. Fiscal Year Identification (2 characters)

The last two digits of the current fiscal year. The fiscal year segment changes with each new fiscal year, while all other segments remain the same.

- 3. Identification of Program Type (2 characters)

UH-Regular Urban Homesteading Program
UL-Local Property Demonstration
UM-Multi-Family Demonstration

- 4. State Code (2 digits)

The Federal standard two digit numeric code for the State in which the LUHA is located. (Appendix 6, Instructions for

Updating the Quarterly Property Report and Quarterly Progress Report, HUD-40063-A, for the list of State codes.)

5. Urban Homesteading Sequential Number (4 digits). See paragraph 5-3 of this Chapter for further explanation.
6. Unit of Government (locality) abbreviation (3 characters)

The abbreviation will assist in identifying the LUHA. The Urban Homesteading Coordinator has discretion in assigning the abbreviation, but it must relate to the name of the State or unit of general local government.

EXAMPLE:

Chicago was the first locality with an approved regular Urban Homesteading Program in Illinois and was assigned the following number in FY 1989 which appears on all its program related documents.

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Prog./Fiscal/Prog./
Iden./year /type/State/Sequence/Alpha
  H   89   UH   17   0001   CHI
Actual PAS Number: H89UH170001CHI
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- B. UHPMIS, FORMS/CPD. The number segments for UHPMIS remain the same as for PAS, but the hyphens must be present. UHPMIS requires four hyphens and accommodates up to 18 characters for the Urban Homesteading project number system. See Appendix 8, Urban Homesteading Project Numbers.

EXAMPLE:

H-89-UH-17-0001CHI.

This 18 character format is used only with the UHPMIS and FORMS/CPD.

The project number is entered in FORMS/CPD also in accordance with the procedures in FORMS/CPD Data Base Handbook, 6525.1 Rev. 1.

5-3. URBAN HOMESTEADING SEQUENTIAL NUMBER

- A. A sequential number is assigned for each locality participating in the Urban Homesteading Program. Participating localities are assigned a sequential number by the Field Office in the order they are approved. Start with 0001 for the first assigned number, 0002 for the second, and so on.

- B. In Field Offices which cover more than one State, sequential numbers are still assigned in the order in which localities are approved regardless of which State they are located.

EXAMPLE:

H89UH310001OMA Omaha, Nebraska
H89UH190002DEM Des Moines, Iowa
H89UH190003SCY Sioux City, Iowa
H89UH190004DVP Davenport, Iowa

- C. In States that have more than one HUD Field Office, the four-digit sequential number for participating localities will be derived from a range of numbers which begins at 0001 and ends at 0500 for one Field Office and begins at 0501 and ends at 0999 for the other Field Office.

EXAMPLE:

Region II

New York

Buffalo, NY	0001-0500
New York City, NY	0501-0999

Region III

Pennsylvania

Philadelphia, PA	0001-0500
Pittsburgh, PA	0501-0999

Maryland

Baltimore, MD	0001-0500
Washington, DC	0501-0999

Virginia

Richmond, VA	0001-0500
Washington, DC	0501-0999

Region VI

Texas

Ft. Worth, TX	0001-0500
San Antonio, TX	0501-0999

Region VII

Missouri

Kansas City, MO	0001-0500
St. Louis, MO	0501-0999

Region IX

California

San Francisco, CA	0001-0500
Los Angeles, CA	0501-0999

EXAMPLE:

Fort Worth was the third unit of government assigned a number by the Fort Worth Regional Office.
H89UH480003FTW

San Antonio was the first unit of government assigned a number by the San Antonio Office.
H89UH480501SAN

- D. Localities participating in more than one of the program types (Regular Program, Local Property Demonstration, or Multifamily Demonstration) will retain the same, sequential number. Only the program type identification changes.

EXAMPLE:

H89UH170004ROC Rockford, Illinois (Regular Urban Homesteading Program)

H85UL170004ROC * Rockford, Illinois (Local Property Demonstration)

*The Fiscal Year does not change since no additional funding was provided. The use of FY 1985 funds assigned for the Demonstration was for a two-year period.

5-4. CLOSED OUT AND INACTIVE PROGRAMS

Once a program is approved, the project number is assigned to the LUHA permanently. The Fiscal year assigned in the program number denotes status or activity of the program. Applicants that closed out or are in an inactive status and reenter at a later date shall retain the previous project number.