TRACKING SECTION 8 SLOTS
IN A MIXED PROPERTY

(A *mixed property* is a HUD 236, BMIR, or 221-D3 property with only a portion of the units covered under a project based Section 8 contract.)

Between the 20-25th of every month Property Manager's must review their Program Board (see "Setting up your Program Board" below) to determine the availability of the Section 8 slots. To accomplish this, the following should be followed:

- Managers must familiarize themselves with Exhibit A of the HAP contract. Exhibit A lists the total number of Section 8 slots available per bedroom size on the contract.

- Once availability is determined (see " Tracking" instructions below), section 8 slots should be assigned from the Waiting List FIRST to in-house residents; and, then to any other qualified applicants on the correct bedroom size Waiting List.

Setting up the Program Board

- Obtain a "dry-erase" board of appropriate size for the property.

- Draw a grid with the following labeled columns: UNIT #; BR Size; Contract or Program Type.

- Also draw rows to accommodate the total number of units at the property.

- List the UNIT numbers in numerical order.

- Enter the bedroom size in the column next to the UNIT size.

NOTE: Draw the above in permanent marker. The grid, columns and rows will not change.

- Property Managers should choose color-coded "dots" to indicate each program type on the property. If more than one Section 8 contract pertains to the property, then choose a different color for EACH contract. i.e. One (1) color for **each** section 8 contract #; one (1) color for "236" program; one (1) color for "BMIR" program, etc.

- Each UNIT must then be coded according to the household's current program type.

- Vacant units would NOT have a color code in the "Program Type" column.

- In the lower right-hand corner of the Board, Property Mangers must record the number of section 8 slots per bedroom size for EACH contract. (Refer to Exhibit A of the HAP contract).

Tracking the Availability of Section 8 Slots

Daily: As 50059's are processed and income eligibility is determined, be sure to check them carefully for changes in program type or contract number. If a change has occurred on the 50059, please do the following:

1.   Update your "Board" by replacing the OLD color code dot with the NEW program/contract color code dot for the household.

2.   Record the EFFECTIVE date of the change with a "dry-erase" marker next to the appropriate color-coded dot.

3.   Record vacancies as they occur. For section 8 units, use dry-erase marker to record the date the slot will become available.

Monthly: Between the 20-25th of every month, the Property Manager must review the Program Board and compare it with the upcoming month's voucher.

For example:
1.   January 20-25 Property Manager compares the February voucher to the information on the Board. The voucher shows the unit number and the contract number of the assigned section 8 slots effective for February 1.

2.   The section 8 portion of the Board must match the voucher effective for February 1.

3.   Any discrepancies must be reported to the Occupancy Supervisor immediately.