§ 239.8 Funding.

(a) Revolving Fund Account. The revolving fund account contains money appropriated in accordance with the ARRA, and receipts from the management, rental, or sale of the properties acquired.

(b) Appropriation, Receipts and Allocation. Funds required for administration of the program will be made available by DoD to the HQUSACE. Funds provided will be used for purchase or reimbursement as provided herein and to defray expenses connected with the acquisition, management, and disposal of acquired properties, including payment of mortgages or other indebtedness, as well as the cost of staff services, contract services, insurance, and other indemnities.

(c) Obligation of Funds. For government acquisition of homes under the authority of this part, funds will be committed not to exceed 60 days following the date the government’s offer to purchase is conveyed to the applicant. The obligation will occur upon timely receipt of the accepted offer returned by the applicant.

§ 239.9 Application Processing Procedures.

(a) Acceptance of Applications. The district will accept applications (DD Form 1607) for HAP and Expanded HAP benefits submitted through the single point of entry at http://hap.usace.army.mil.

(b) Application Form (DD Form 1607). Should the DD form 1607 not provide all the information required to process Expanded HAP applications, Districts must provide applicants appropriate supplemental instructions.

(c) Assignment of Application Numbers.

(1) Assignment of Application Numbers. When a district receives an application, it will assign the application number and develop and maintain an individual file for each property. Applications for programs located in another district will not be assigned a number, but will be forwarded immediately to the district having jurisdiction. An application number, once assigned, will not be reassigned regardless of the disposition of the original application. Reactivation or reopening
of a withdrawn application does not re-
require a new application or application
number.
(2) Method of Assignment. An applica-
tion will be numbered in the following
manner:
   (i) Agency code to indicate the Fed-
       eral agency accountable for installation being closed or applicant support:
       (A)1—Army.
       (B)2—Air Force.
       (C)3—Navy.
       (D)4—Marine Corps.
       (E)5—Defense Agencies.
       (F)6—Non-Defense Agencies.
       (G)7—U.S. Coast Guard.
   (ii) District Code.
       (A) Sacramento Dist.: L2.
       (B) Savannah Dist.: K6.
       (C) Fort Worth Dist.: M2.
   (iii) Applicant Category Code (Mili-
       tary/Civilian/Wounded/Surviving
       Spouse/PCS):
       (A)1 = Civilian (BRAC).
       (B)2 = Military (BRAC).
       (C)3 = Non-appropriated Fund Instrumentalities.
       (D)4 = Military Wounded.
       (E)5 = Civilian Wounded.
       (F)6 = Surviving Spouse (military deceased).
       (G)7 = Surviving Spouse (civilian employee deceased).
       (F)8 = Military PCS.
   (iv) State: State abbreviation.
   (v) Installation Number: The five digit
       ZIP code of the applicant’s present
       (former, if they have already moved)
       installation, office or unit address. Ex-
       amples are:
       (A) For a BRAC 05 applicant moving
           from the closing Saint Louis, MO,
           DFAS office to Minneapolis, MN, use
           the ZIP code of the city from which he
           or she is moving, e.g., 63101, for St.
           Louis, MO.
       (B) For wounded warrior or surviving
           spouse who moved from primary resi-
           dence, use present installation or
           hometown.
       (C) For service members who are eli-
           gible based on PCS criteria, use ZIP
           code of installation from which they
           depart.
   (vi) Application Number: Sequential
       beginning with 0001.
(d) **Real Estate Values.** (1) Because the PFMV is the purchase price for Expanded HAP, no appraisal of the property is required. Supporting documentation to establish purchase price must be furnished by the applicant. Generally, Form HUD-1 will suffice.

(2) Districts are responsible for ensuring primary residence values are appropriate and applicants receive deserved benefit payments.

(i) **Trend indications of applicants’ county, city or parish:** HQUSACE subscribes the CoreLogic real estate value database system. Districts will use the CoreLogic trend report to determine the eligibility of an applicant’s county, city, or parish.

(ii) **Valuation of Individual Primary Residences:** Run CoreLogic AVM on an applicant’s primary residence.

§ 239.10 **Management Controls.**

(a) **Management Systems.** Headquarters, USACE has an existing information management system that manages all information related to the HAP program.