
CHAPTER 15. REGIONAL OFFICES

Section 1. General

- 15-1. PROGRAMS AND RESPONSIBILITIES. A Regional Office is headed by a Regional Administrator-Regional Housing Commissioner, and is responsible for:
- a. Planning, managing, and directing the program operations of a combined Regional and Category A Office, and providing managerial supervision and direction to other Regional officials.
 - b. Administering programs and activities in accordance with the directions, policies, and procedures of, and subject to delegations of authority from, the Secretary and/or the responsible Headquarters Primary Organization Head, Ensuring that quality results are achieved while production targets and objectives are met.
 - c. Providing overall managerial supervision and direction to Field Offices and monitoring and evaluating Field Office program performance and general management.
 - d. Serving as the Department's contact with Governors and state officials. Representing and supporting the Department's policies, and providing input to the development of major policies under consideration by the Department.
 - e. Coordinating with activities of other Federal departments and agencies.
 - f. Establishing and administering controls on fraud, waste, and mismanagement and debt collection.
 - g. Evaluating and reporting on the effectiveness and efficiency of program delivery and management of Departmental programs, and recommending short-term and long-term changes in program structure and procedures.

-
- h. Correcting problems wherever Headquarter's policies, standards, or procedures are not being followed or wherever the quality or timeliness of work is substandard. Invoking administrative or program sanctions for violations of standards of conduct and program requirements and reporting irregularities and violations to the Inspector General.
 - i. Ensuring that prompt and effective actions are taken on audit findings and recommendations. Overseeing and monitoring required actions on audit reports addressed to Field Office Managers.
 - j. Administering internal control measures prescribed by Headquarters. Ensuring the appropriate implementation of promised managerial actions which result from internal control reviews, audits, and other evaluations of the Region.
 - k. Implementing Executive Order 12372, Intergovernmental Review of Federal Programs, which provides states the opportunity to review certain Departmental programs.
 - l. Developing, implementing, and administering an affirmative action program for equal employment opportunity.
- 15-2. ORGANIZATION. As a general rule, the organizational structure specified herein for all offices should be considered standard and may not be deviated from without approval by Headquarters or as specified. Some latitude has been given to the Regional Administrator. For example, the immediate Office of the Regional Administrator may be organized at the discretion of the Regional Administrator, and the Regional Administrator may establish organizational components below the division level provided they contain five or more employees and meet the Office of Personnel Management guidelines on supervisory positions. Also, branches that do not meet a threshold of five or more employees may be eliminated. In these cases only notification to

Headquarters is required. In other cases, Headquarters has made the finding that certain disciplines are compatible or may be organized in various ways, as noted in various sections of this chapter. In such cases, the activities or functions may be combined, as specifically authorized, at the discretion of the RA. Headquarters must receive advance, written notification for any such combinations. In most cases, however, offices, divisions and functional arrangements may not be established, modified, or abolished without prior approval by Headquarters. All other proposed organization changes, including regionalization of functions and changing program assignments, must be processed in accordance with Handbook 1105.1, Departmental Organization Policies, Standards, and Procedures.

Regional Offices are normally organized as indicated below. Details are provided in the paragraphs following.

a. Office of the Regional Administrator.

- (1) Deputy.
- (2) Economic and Market Analysis.
- (3) Labor Relations.
- (4) Public Affairs.
- (5) Program Planning and Evaluation.
- (6) Environmental.

b. Office of Housing.

- (1) Housing Development Division with branches as required.
- (2) Housing Management Division with branches as required.
- (3) Program Support Staff (Optional).

c. Office of Public Housing.

- (1) Technical Support Division.
- (2) Management Division.

d. Office of Community Planning and Development.

- (1) Regional Management Division.

- (2) Program Management Division or Teams.
- (3) Program Support Division (Optional).

e. Office of Fair Housing and Equal Opportunity.

- (1) Compliance Division.
- (2) Program Operations Division.

f. Office of Administration.

- (1) Personnel Division.
- (2) Management and Budget Division.
- (3) Accounting Division.
- (4) Administrative Services Division.
- (5) Management Information Division.
- (6) Regional Contracting Officer.

g. Office of Counsel.

h. Office of Indian Programs.

(Regions V, VI, VIII, IX, and X only).

15-3. OFFICE OF THE REGIONAL ADMINISTRATOR. This office generally consists of a number of support functions performed by individuals or staffs reporting directly to the RA or, at the discretion of the RA, some, or all, of these functions may be grouped together as distinct organizational components, e.g. under a Director of Operational Support. These functions may not be reassigned to other components outside the Office of the Regional Administrator without the approval of Headquarters, except as indicated herein. The staff and functions of the office are outlined in the following paragraphs.

15-4. DEPUTY REGIONAL ADMINISTRATOR. The Deputy Regional Administrator assists the RA, has the authority and powers of the RA, and acts for the RA concurrently and in the RA's absence.

15-5. ECONOMIC AND MARKET ANALYSIS. These functions are:

- a. Monitoring and Evaluation. These functions consist of management support and analytical

activities encompassing all major program areas of the Department at the Regional level. They are carried out by the Regional Economist who

advises the RA and oversees the policy development, research, and economic and market analysis functions within the Region. Field Economists may report to various management officials depending on the organizational configuration within the Region. Technical supervision and oversight of Field Economists, however, continues to be the responsibility of the Regional Economist who, in turn, receives technical direction from the Assistant Secretary for Policy Development and Research (PD&R) in Headquarters.

Major responsibilities include:

- (1) Advising on economic matters and market analysis aspects of the Department's housing and community development programs and identifying economic implications and consequences of program actions.
- (2) Providing economic intelligence analysis on the condition of the Regional and local economies and the impact of prospective program activities on the various localities.
- (3) Assisting and advising in the development of estimates of levels and types of Economist staff and support required in each Field Office to maintain proficiency, and monitoring the overall management and technical performance and goal achievement of Field Office Economists to evaluate the quality, timeliness, and conformity with program standards of their analytical studies and reviews of program applications.
- (4) Providing final technical determinations on the validity of appeals of Field Office Economist review recommendations and

resolving program-related conflicts between Field Office Economists and program organizations.

- (5) Improving the delivery of economic and

market analysis services and providing policy interpretations to Field Office Economists.

- (6) Serving as the contact point for PD&R economic research in the Region, providing economic analyses for Regional and Headquarters' program evaluation efforts and program design, and reviewing and providing comments on proposed program regulations and handbooks.
- (7) Establishing and maintaining contact with other Federal agencies, state and local governments, and research organizations on economic matters and with appropriate sources in the areas of housing production, finance, and urban economics.
- (8) Performing economic functions related to program support, such as the suballocation of assisted housing funds and the selection of approvable housing and economic development applications. Reviewing and recommending approval or disapproval of proposed modifications of rent payment standards and income limits and coordinating and reviewing housing impact studies prepared by Field Office Economists. Reviewing, evaluating, and recommending approval or disapproval of applications for funding of assisted housing proposals. Reviews include determination of market need, conformance of proposals with locality housing planning efforts, including housing assistance plans, consistency with Departmental site selection criteria.
- (9) Providing management and technical overview of the economic and market analysis function regionwide.

-
- b. Program Operations. These functions consist of assisting in the efficient allocation of resources; assisting Housing and CPD program staff in meeting their program objectives; and promoting coordination and sound analysis of, and stability in, housing and mortgage markets.

The responsibilities includes:

- (1) Providing program support, data development analysis, analyses of problem housing markets, military impact housing studies, comprehensive housing market analysis studies, and specialized economic impact and evaluation reports.
- (2) Conducting market analysis reviews of housing project applications for Federal mortgage insurance and reviewing, evaluating, and recommending approval or disapproval of applications for funding of assisted housing proposals.
- (3) Providing technical assistance and guidance to applicants and reviewing community development and economic development proposals.
- (4) Reviewing and recommending approval or disapproval of requests for modification of ceiling rent standards, or changes in income limit levels for the Department's assisted housing programs.
- (5) Reviewing and recommending appropriate action for disposition of HUD-acquired property.
- (6) Developing a plan for the allocation of assisted housing funds, based on assessment of local housing needs, previous housing production, and program requirements.
- (7) Consulting with representatives of Federal, state and local agencies and client groups to explain and discuss economic and housing issues and the impact of the Department's programs on local jurisdictions.

15-6. LABOR RELATIONS. These functions include advising on labor relations matters, and program management and operational responsibility for ensuring the proper and uniform administration and enforcement of labor standards, statutes, and regulations.

a. Program Management.

- (1) Advising, informing, and supporting the RA and the Assistant to the Secretary for Labor Relations on all program matters.
- (2) Monitoring and evaluating the overall management and technical performance and goal achievement of labor relations and labor standards enforcement, and coordinating the labor relations-labor standards program.
- (3) Representing and advising the RA on matters of labor relations-labor standards with other Government agencies and outside groups.
- (4) Providing appeal authority and management review of Field Office decisions arising from the Department's responsibilities.
- (5) Acting to eliminate fraud, waste, and mismanagement in the labor relations-labor standards program areas, and coordinating with the Regional Inspectors General and the Department of Labor on enforcement matters.

b. Operational.

- (1) Ensuring the proper and uniform administration and enforcement of labor standards, statutes, and regulations.
- (2) Implementing a system for determining wage rates. Coordinating the Davis-Bacon residential wage rate survey system and reviewing and submitting data for transmission to the Department of Labor.

Requesting and processing wage rate determinations for use by Departmental programs. Receiving and reviewing weekly contractor payrolls; ensuring labor standards coverage in preconstruction conferences; clearing draws, advances, and closings for labor standards purposes; and

preparing payment vouchers and deposit agreements. Working closely with other program personnel to ensure compliance with labor standards contract provisions.

- (3) Performing labor standards compliance reviews of Community Development Block Grant (CDBG) grantees, Public Housing Agencies (PHAs), and state housing finance agencies.
- (4) Providing technical assistance and training in labor standards administration and enforcement to program staffs, local public agencies, clients, and labor and construction industry organizations.
- (5) Recommending labor standards sanctions against contractors, or local agencies, for willful or aggravated violations and advising on requests for hearings and waivers.
- (6) Assisting in settling highly sensitive labor disputes and work stoppages on HUD-assisted construction.
- (7) Initiating and providing technical assistance in the development and promotion of job and training opportunities in Departmental programs.
- (8) Acting to eliminate fraud, waste, and mismanagement in the labor relations-labor standards program area in conjunction with the Office of Labor Relations In Headquarters.

- (9) Preparing recommendations for administrative sanctions against program participants, hearings, and waivers of liquidated damages.
- (10) Establishing wage rates under the Housing Act of 1937 for maintenance workers employed by Public Housing Authorities. Ensuring that maintenance wage rates are sufficiently documented and issued in a

timely manner and ensuring that the appropriate wage rates -- either Davis-Bacon or HUD determined rates -- are established for nonroutine maintenance work conducted under the Comprehensive Improvement Assistance Program.

15-7. PUBLIC AFFAIRS. These functions are:

- a. Planning, organizing, and implementing the Program Communication Support Plan and the public affairs program for the Region. Analyzing short-and long-range Departmental objectives and Regional program activities and advising and counseling management officials on the kinds and extent of program information to be provided. Providing public affairs policy guidance and evaluating public affairs activities of Field Offices.
- b. Serving as the official spokesperson when responding to requests for information to the news media on interpretation of rules, regulations, and programmatic intent.
- c. Directing arrangements for public appearances of staff members, ensuring ready availability of speeches and press announcements, and notifying the appropriate media of the events. Advising key staff on contact with the media and Congressional staff and on adaptation of information materials to local use.
- d. Coordinating replies to requests under the Freedom of Information Act (FOIA) with the Office of Counsel and guiding Regional and Field

Office staffs on applying regulations applicable to the FOIA. Referring proposed denial of FOIA requests to the Office of Counsel for action and developing policy on responses to media inquiries.

- e. Coordinating the submission of briefing material and arrangements for visits of the Secretary, Under Secretary, Assistant Secretaries, and other top HUD officials.

- f. Maintaining media contacts through appropriate means for senior office staff.
- g. Preparing and distributing local new releases, or drafts as appropriate, dealing with successful HUD projects or program activity in the local area, and coordinating with Regional/Field Office staff and Headquarters as needed.
- h. Advising the RA and Headquarters of any situation developing in the local area which might lead to adverse publicity.
- i. Providing to Headquarters and Regional Office staff pertinent articles published in major newspapers and significant publications within the office jurisdiction.
- j. Participating in home shows, trade shows, and seminars sponsored by constituent groups by arranging for the use of exhibits, distribution of literature, and other support activities.
- k. Coordinating/preparing responses to Congressional inquiries.

15-8. PROGRAM PLANNING AND EVALUATION. These functions are:

- a. Evaluation. Coordinating on-site evaluation of goal achievement and management performance of Field Offices and conducting program evaluation on how local external forces and program design features affect program impact in the Region.

- b. Research Liaison. Conducting research on housing and urban problems and maintaining liaison with the Assistant Secretary for PD&R on Regional research projects.
- c. Special Projects. Performing special studies and projects for the RA. (At the discretion of the RA, the following functions may be carried out by PP&E or assigned to the Office of Administration):
 - (1) Conduct special studies on management and

programmatic issues.

- (2) Coordinate the Regional Performance Evaluation System for assessing Field Office program performance and general management.
- (3) Coordinate the Regional Audits Management System.
- (4) Coordinate and track Regional accomplishment of Management Plan goals and objectives.

15-9. ENVIRONMENTAL. These functions include both regionwide and operational functions and shall be performed by a single organizational unit reporting to the Regional Environmental Officer as part of the Office of the RA or the Office of CPD at the discretion of the RA. Headquarters must be informed prior to any change in the location of these functions.

- a. Regionwide Functions. These functions are performed by a Regional Environmental Officer (REO) who serves as Regional Environmental Clearance Officer (RECO). The functions include ensuring implementation of the Department's environmental responsibilities under the National Environmental Policy Act of 1969 (NEPA); the authorities set forth at 24 CFR Part 50.4; and other related laws, Executive Orders, and regulations. Serving as the Regional authority on environmental policy and review

1/87

15-12

1100.3 REV 5

process and providing technical and managerial service, assistance, and advice to all levels of Regional management. Providing oversight of the implementation of the Flood Disaster Protection Act of 1973 and the National Flood Insurance Program and coordinating all Regional flood hazard mitigation efforts and Regional energy activities and concerns. Specific regionwide functions are:

- (1) Advising on policy, management, resources, and procedural requirements to be followed in carrying out the environmental

responsibilities; referring major policy questions to Headquarters.

- (2) Monitoring and evaluating the overall management and technical performance and goal achievement of environmental activities in Field Offices and the Offices of Indian Programs. Assisting those offices by providing training and constructive assistance and making recommendations to eliminate controversies or to improve the environmental quality of program activities.
- (3) Providing advice and assistance on Departmental and Regional environmental goals and objectives and on personnel, training, administrative, and budget matters.
- (4) Carrying out the responsibilities for draft and final Environmental Impact Statements (EISs), and advising or assisting in the preparation of complex Environmental Assessments, Environmental Checklists or Checksheets, and Compliance Findings.
- (5) Ensuring Regional review and comments on EISs of other Federal agencies and coordinating with other Federal agencies and regional, state, areawide, and local agencies in carrying out the Department's environmental responsibilities.

- (6) Serving as principal advisor to Regional Counsel and expert authority on environmental legislation and litigation. Representing the Department in negotiations with states and/or groups of communities in solving unusually complex multijurisdictional environmental problems.
- (7) Exercising the Environmental Clearance Officer (ECO) function for multifamily programs administered by Category B Offices. Recommending and concurring in designations of Environmental Advisors in Category B and C Offices. Performing,

through and with the assistance of Environmental Advisors, for Category B and C Offices those environmental functions performed in a Category A Office, except the ECO signature function for single-family programs which is exercised by the Office Managers.

- (8) Cooperating with the Office of CPD with respect to the Region's energy responsibilities including training for clients and coordinating with other Federal, state, and local and private sector agencies.
- (9) Performing the environmental functions of one or more Category A Offices, where, as a result of resource and workload considerations, Headquarters has approved the regionalization of the environmental functions.

b. Operational Functions. These functions are:

- (1) Advising on policy and procedural requirements for preparing Environmental Assessments, Environmental Checklists or Checksheets, and Compliance Findings.
- (2) Reviewing, monitoring, evaluating, and concurring in Environmental Assessments and

Compliance Findings prepared by others.
Providing training and technical assistance to staff and CDBG/UDAG grantees.

- (3) Maintaining liaison with other Federal agencies and, as needed, in the jurisdiction of Category B and C Offices, to ensure that such agencies are aware of Departmental concerns; and maintaining close coordination with the professional and technical staffs of all relevant public and private agencies.
- (4) Developing and maintaining an environmental reference files and a management information system for significant data

about the environmental review process. Providing advice to Headquarters on operating problems, precedent-setting cases, innovative methods, policy changes, and training needs.

- (5) Managing, reviewing, and editing draft and final EISs, complex assessments, and Compliance Findings.
- (6) Participating with Housing on the inter-disciplinary team to review environmental and other standards under the Local Area Certification process.
- (7) Serving as the Historic Preservation Officer and technical advisory on historic and archaeological preservation matters. Working with appropriate State Historic Preservation Officers, assisting program staff in initial screenings, and handling all other reviews and processing compliance steps required by the National Historic Preservation Act.
- (8) Reviewing CDBG final statements, UDAG applications, and requests for release of grant funds and removal of grant conditions.

-
- (9) Monitoring CDBG and UDAG grant recipients and approved projects for compliance with Departmental environmental regulations and to ensure that environmental actions identified during the review process are actually carried out during implementation phase. Providing technical assistance to improve the quality of Environmental Assessments.
 - (10) Advising program staff and users in implementing the requirements of the Flood Disaster Protection Act of 1973 and implementing regulations. Monitoring office and program user's performance and serving as liaison with the Federal Emergency Management Agency (FEMA) Field Offices in the resolution of noncompliance

problems or deficiencies.

- (11) Coordinating (where Environmental Staff is placed in the Immediate Office of the RA) with the CPD staff to ensure effective monitoring, release of funds, and provision of technical assistance for CDBG and UDAG recipients.

15-10. to 15-19. RESERVED.

1/87

15-16

1100.3 REV 5

Section 2. Office of Housing

15-20. GENERAL. This office consists of a Housing Development Division, a Housing Management Division, and a Program Support Staff (or optionally a division) all with designated branches, which are responsible for the programs and functions; listed below.

a. Programs.

- (1) Mortgage insurance, including coinsurance; Section 236; Rental Assistance Payments; and Home Improvement Loans under the National Housing Act, as amended; development activities for Section 8 New Construction/Substantial Rehabilitation (Non-Insured) and Section 8 Existing, Moderate Rehabilitation, and Voucher programs, and Public Housing development.
- (2) Management and disposition of real and related personal property in the custody of the Secretary.
- (3) Rent Supplement under the HUD Act of 1965.
- (4) Direct loans for elderly and handicapped housing under the Housing Act of 1959.
- (5) Housing Counseling Program under the Housing Act of 1968, as amended.

b. Functions.

- (1) Managing, supervising, monitoring, and evaluating Housing and Public Housing

development operations regionwide in conjunction with the Office of Public Housing to ensure that programs are operating in accordance with standards, procedures, and quality controls; are meeting production goals, processing priorities, deadlines, and service requirements; and are free of fraud, waste,

and mismanagement. The Director, Office of Public Housing, shall monitor and evaluate and shall have concurrent "sign-off" authority on Public Housing development activities, and shall determine unit allocations and fund control.

- (2) Advising the Regional Administrator-Regional Housing Commissioner (RA) and other program staffs on housing programs; reviewing workload, coordinating assignments and priorities, and maintaining liaison and coordination with other Regional Office components for effective operation of assigned programs. Making staff suballocation for Public Housing development. The Office of Public Housing monitors and evaluates performance.
- (3) Managing a vigorous compliance program to ensure the integrity and security of Departmental housing programs.
- (4) Recommending and concurring on designation of Environmental Advisors in Category B and C Field Offices.
- (5) Maintaining liaison with groups outside of the Department on broad aspects of housing.
- (6) Advising the RA and program staffs on the housing counseling function, and identifying and promoting use of non-HUD sources of funding for counseling agencies.
- (7) Serving as a consumer liaison for the RA and providing a channel of communication

for individual consumers and consumer groups; ensuring that the needs and concerns of consumers are addressed in all Departmental programs; and identifying needs for consumer information and education and assisting in the development

1/87

15-18

1100.3 REV 5

and distribution of appropriate consumer-oriented informational and educational materials.

- (8) Providing guidance and direction on Women's, minority, and Elderly programs to ensure that housing programs are responsive to their needs and concerns.
- (9) Ensuring that System Coordinators/Data Base Managers are selected and that procedures, priorities, and schedules are established and maintained for the timely input and accuracy of data for all Housing systems nationwide.
- (10) Ensuring that states are provided the opportunity to review Departmental programs pursuant to Executive Order 12372.

15-21. PROGRAM SUPPORT STAFF. This staff (or optionally a division) is responsible for:

- a. Monitoring Field Office operations to determine the level and quality of performance.
- b. Maintaining an overview of the housing application processing and taking corrective action on problem areas; notifying the Director, Office of Housing, of problems and recommended solutions.
- c. Recommending Field Office Housing position and staff-year allocations, including reassigning positions and staff-years to meet program goals, and redistributing program funds among Field Offices.
- d. Providing advice and assistance in the development, negotiation, and implementation of Departmental and Regional Housing goals and

objectives.

- e. Recommending actions on appeals from Field Office decisions, and consulting with Counsel on legislation or litigation involving housing programs and activities.

15-19

1/87

1100.3 REV 5

-
- f. Performing regionwide Engineering and Landscape Architect specialist functions as follows:
 - (1) Monitoring Local Area, Engineer, and Developer Certifications.
 - (2) Providing technical assistance and training to all program staffs and Field Offices during preparation of Environmental Assessments and Environmental Checklists or Checksheets; evaluations of flood hazard exposures, and other natural hazards potentially affecting a single-family or multifamily development site; and monitoring all such Environmental Assessments.
 - (3) Assisting local communities in upgrading deficient land development standards.
 - (4) Monitoring completed land development construction to identify end products failing to meet essential objectives and developing strategies to avoid repetition of such situations.
 - (5) Providing technical review capability and resolving appeals from land or project developers who challenge Field Office determinations.
 - (6) Consulting with Field Offices to ensure accurate identification of problem causes; effectiveness of proposed corrective alternatives for financial assistance under Section 518(a); and, where Departmental expenditures become necessary, identification of physical problems including, but not limited to, foundation movement, waste disposal, water supply, and land stability.

15-22. HOUSING DEVELOPMENT DIVISION. This division normally consists of an Architectural, Engineering, and Cost Branch; a Valuation Branch; a Mortgage Credit Branch; a Housing Programs Branch (including

1/87

15-20

1100.3 REV 5

a Processing Control and Reports Unit); (and, where established, the operations of a Category D Office); which are responsible for the programs and functions listed below.

a. Programs.

- (1) Mortgage insurance, including co-insurance, under the National Housing Act, as amended; development activities for the Section 8 New, Existing, Substantial and Moderate Rehabilitation, and Voucher programs, and Public Housing development.
- (2) Direct loans for elderly and handicapped housing under the Housing Act of 1959.

b. Functions.

- (1) Advising on matters related to housing development, and supervising any Category D Offices assigned to the division. Reviewing the workload, coordinating assignments, priorities, and staffing for each Category D Office and giving guidance and direction for functions assigned to those offices.
- (2) Ensuring that programs are operating in accordance with standards, procedures, and quality controls; are meeting production goals, processing priorities, deadlines, and service requirements; and are free of fraud, waste, and mismanagement.
- (3) Reviewing workload, coordinating assignments and priorities, and maintaining liaison and coordination with other Regional Office components for effective operation of assigned programs.
- (4) Ensuring that System Coordinators/Data Base

Managers are selected and that procedures, priorities, and schedules are established and maintained for the timely input and accuracy of all data.

15-21

1/87

1100.3 REV 5

- (5) Conducting a vigorous compliance program to ensure the integrity, and security of housing programs and coordinating efforts to exclude from further participation those clients found to have abused Departmental housing programs.
- (6) Reviewing lenders' requests for approval as HUD mortgagees to determine the completeness of each application and the acceptability of the applicant before submitting it to Headquarters for approval.
- (7) Ensuring that projects are consistent with local and state Housing Assistance Plans and/or with areawide comprehensive planning programs and informing the CPD Office. Ensuring that the program mix developed for each locality or area is aimed at meeting the short- and long-range goals in approved Housing Assistance Plans and the objectives of the Department.
- (8) Preparing allocation plans for subsidized housing funds, recommending final approval of multifamily housing applications, and preparing Environmental Impact Statements for housing programs, as required; and ensuring that states are provided the opportunity to review Departmental programs pursuant to Executive Order 12372.

15-23. ARCHITECTURAL, ENGINEERING, AND COST BRANCH. This branch is responsible for:

a. Architectural and Engineering Activities.

- (1) Providing architectural and engineering review, advice, and assistance to applicants and sponsors in carrying out approved single-family, multifamily, and Public Housing activities; advising office

staff regarding application reviews,
contract documents, monitoring, and
closeout of all Departmental programs.

1/87

15-22

1100.3 REV 5

-
- (2) Encouraging good design in HUD assisted and insured projects and providing assistance in the review and evaluation of the urban design aspects of applications and proposals under Departmental programs.
 - (3) Consulting on engineering and architectural standards and practices which may affect Departmental projects; providing findings and determinations as to compliance with environmental, architectural, and engineering requirements; and analyzing flooding problems, ground water, drainage, soil stability, water supply, and sewage disposal.
 - (4) Reviewing sites for engineering or environmental problems, and reviewing change orders and other documents during construction.
 - (5) Making plans comparisons, performing technical reviews, providing technical advice and assistance, and maintaining a close working relationship with the Liquidation Programs Specialist to ensure the effective and efficient liquidation of designated programs.
 - (6) Making on-site inspections of project construction to evaluate the actions of the contractor and architect; reporting on delays, disputes, and changes; reporting observed noncompliance with contract documents, including required environmental mitigation; determining reasonableness of requested payments; conducting wage interviews; and reporting on Equal Employment Opportunity and labor standards compliance.

15-23

1/87

- (7) Performing technical reviews of public housing projects and making related determinations on such matters as land planning, utility systems, and project construction.

b. Cost Activities.

- (1) Collecting and maintaining a construction cost data base, and maintaining and using an automated cost estimation system on all aspects of construction costs.
- (2) Developing construction cost estimates, reviewing program participant construction cost estimates, and making cost analyses of all actions related to the development of multifamily insured and Public Housing projects.
- (3) Reviewing and making recommendations concerning construction cost certifications submitted by public and private program participants for determination of final project cost.
- (4) Performing wage rate surveys for use by the Department of Labor.
- (5) Performing technical reviews of public housing projects, and making determinations on the reasonableness of construction, rehabilitation, and acquisition costs; and initiating recommendations for prototype dwelling construction and equipment costs.

15-24. VALUATION BRANCH. This branch is responsible for:

- a. Reviewing applications, proposals, acquisition and reuse appraisal reports, proposed prices and documents, other acquisition, land record, and real estate documents; making recommendations as to their compliance with policies, procedures, and requirements; and providing price concurrences.

- b. Providing technical advice and assistance on the marketing and redevelopment aspects of projects and proposals, including the marketing and disposal by local agencies of project land for redevelopment.
- c. Gathering and reviewing current market and absorption data to verify need for type and quantity of housing proposed in the specific location and neighborhood at the proposed rentals.
- d. Making operating cost comparisons and analyses, preparing operating expense estimates, and vacancy and collection loss projections on specific proposals; and making income analyses as to market rent or required debt service rent for multifamily projects.
- e. Estimating rental trend factors to evaluate the adequacy of the published fair market rental levels for proposed construction and substantial rehabilitation.
- f. Preparing Environmental Assessments, Environmental Checklists or Checksheets, and Compliance Findings and assisting in preparing Environmental Impact Statements.
- g. Preparing appraisals for bid purposes on foreclosures and disposition of acquired multifamily properties.
- h. Issuing conditional commitments for mortgage insurance on one-to-four family dwellings.
- i. Performing technical reviews of public housing projects and making determinations on acceptability of sites, environmental assessment, reasonableness of the turnkey developer's price, reasonableness of the total development cost, and the appraisal and acquisition of real property; and coordinating with the Regional Environmental Staff on environmental issues.

-
- j. Administering the Direct Endorsement Program with respect to appraisals.
 - k. Monitoring the processing of clerical phases of applications for single-family mortgage insurance.
 - l. Administering and monitoring the use of Fee personnel to perform appraisals of single-family properties.

15-25. MORTGAGE CREDIT BRANCH. This branch is responsible for:

- a. Evaluating mortgage credit, including analyzing and recommending credit eligibility of mortgagors; determining insurable mortgage amounts within statutory, regulatory, and administrative limitations consistent with cost, value, and income estimates; interpreting and applying prescribed mortgage credit instructions and principles; providing advice and assistance to borrowers, lenders, builders, and others with mortgage credit problems; resolving controversial technical mortgage credit questions; and reviewing project mortgage cases which have special or complex problems.
- b. Reviewing the fiscal aspects of project budgets, financial plans, and requisitions for Federal and Federally-secured funds, and making determinations regarding compliance with HUD-established fiscal prerequisites to disbursements of funds. Performing technical reviews and making related determinations on development costs budgets, requisitions for advances of development funds, and issues relating to Public Housing project financing and closing.
- c. Processing credit rating and reviewing financial conditions of approval of project mortgages and direct loan contracts.
- d. Reviewing financial reports, quarterly statements, and balance sheets from applicants

and sponsors; making recommendations as to their compliance with Departmental policies, standards, and requirements; and recommending corrective actions.

- e. Initiating the financial documents for private market financing for housing programs and conducting follow-up actions.
- f. Maintaining surveillance of the financial position of local agencies and sponsors during the project development, and making recommendations for corrective action.
- g. Coordinating the review and follow-up actions on audit reports concerning the production phase of local program and project operations.
- h. Reviewing applications for HUD-FHA mortgagee approval, ordering credit reports, reviewing financial statements, and recommending approval/disapproval of the applicant to Headquarters for a final determination.
- i. Determining credit acceptability, credit risk, and eligibility for mortgage insurance of individual home mortgage transactions, and determining amounts and amortization periods of loans based upon borrower characteristics.
- j. Issuing firm commitments for mortgage insurance on one-to-four family dwellings, administering the terms of mortgages through final endorsement, handling closing for single-family cases, and administering the Direct Endorsement Program with respect to mortgage credit.
- k. Administering and monitoring the use of Fee personnel to perform mortgage credit functions for single-family properties.

15-26. HOUSING PROGRAMS BRANCH. This branch is responsible for:

- a. Advising and assisting in the development of applications and proposals from public and private sponsors and applicants, reviewing

applications and proposals for consistency with program policies and criteria, and reviewing projects for their inter-program relationships.

- b. Providing preapplication, preproposal, and status of projects, advising applicants, and preparing approval letters and commitments.
- c. Reviewing Housing Assistance Plans and providing evaluation of the project selection criteria or site and neighborhood standards for all subsidized housing (insured, direct loan, and low-income).
- d. Ensuring that Departmental housing policies and programs are understood and pursued by communities, sponsors, and PHAs, and that they encourage participation by minority sponsors and builders in HUD-assisted housing programs.
- e. Providing technical assistance and performing on-site inspections and review of assisted housing programs.
- f. Operating the Processing Control and Reports Unit which is responsible for:
 - (1) Coordinating Housing Development Division processing of multifamily housing production program documents and submissions received from applicants or sponsors; maintaining production control records; consolidating review reports and recommendations; preparing summaries of recommendations and decisions; preparing the Environmental Assessments or Compliance Findings, Environmental Checklists or Checksheets, and other wrap-up documents for final action; reporting delays and deviations from processing goals and schedules and the need for appropriate action.
 - (2) Serving as the focal point in the Housing Development Division for maintaining records and feeder documents and preparing

all program/project reports, including the preparation of reports required for the management planning process.

- (3) Preparing and providing input documents to support the ADP systems for programs and projects under the jurisdiction of the Housing Development Division.
- (4) Maintaining a system to control periodic reports of program or project activities submitted by local agencies, including checking the reports for completeness and accuracy, following up on delinquent reports, and forwarding copies of the reports to the appropriate Regional and Headquarters processing points.

15-27. HOUSING MANAGEMENT DIVISION. This division usually consists of a Loan Management Branch, Title I Representative(s), and a Property Disposition Branch, which are responsible for the programs and functions listed below. The Title I, Loan Management, and Property Disposition functions have been approved as disciplines which may be organized at the discretion of the RA. Title I may be located in the immediate office of the Housing Management Division Director or in the Loan Management Branch. Loan Management and Property Disposition functions may be combined into a single branch.

a. Programs.

- (1) Mortgage insurance, including coinsurance; Section 236; Rental Assistance Payments; Section 8 programs; and Home Improvement Loans under the National Housing Act, as amended.
- (2) Management and disposition of real and related personal property in the custody of the Secretary.
- (3) Rent Supplement under the HUD Act of 1965.

-
- (4) Direct loans for elderly and handicapped housing under the Housing Act of 1959.

- (5) Housing Counseling Program under the Housing Act of 1968, as amended.

b. Functions.

- (1) Advising on matters related to housing management.
- (2) Ensuring that programs are operating in accordance with standards, procedures, and quality control and meeting management goals, deadlines, and service requirements.
- (3) Reviewing Workload, coordinating assignments and priorities, and maintaining liaisons and coordination with other Regional Office components for effective operation of assigned programs.
- (4) Ensuring that System Coordinators/Data Base Managers are selected and that procedures, priorities, and schedules are established and maintained for the timely input and accuracy of all data.
- (5) Conducting a vigorous compliance program to ensure the integrity and security of housing programs and coordinating efforts to exclude from further participation those clients found to have abused Departmental programs.

15-28. LOAN MANAGEMENT BRANCH. This branch is responsible for:

- a. Servicing all mortgages and direct housing loan and grant contracts, and Section 8 contracts, including HAP contracts (project-based) for HUD-owned projects sold with Section 8 subsidy.
- b. Advising and assisting on management aspects during the development phase.

1/87

15-30

1100.3 REV 5

-
- c. Administering Departmental regulatory responsibilities concerning project management, including the approval of managers and administrators; conducting occupancy and management reviews; analyzing financial

statements; approving requests for rent increases; and administering the Departmental preemption procedures.

- d. Servicing the Secretary-held assigned and purchase money inventory of single-family mortgages and collecting debts related thereto.
- e. Analyzing financial statements; conducting or providing for appropriate reviews, inspections, and analyses of project operations; approving management plans, release of funds from reserves, adjustments in rent schedules, transfers of ownership, changes in charter, substitution of mortgagors, releases of portions of the security, establishment of receiverships, easements, and reinstatement of mortgages; and approving modification agreements and deferments for both HUD-held and insured housing programs.
- f. Developing and approving recommendations for provisional workout arrangements and modification agreements for HUD-held mortgages, monitoring foreclosure proceedings, and providing management advice and guidance to sponsors.
- g. Administering contracts for subsidized housing under Rent Supplement; Section 8; Rental Assistance Program; Section 236; Section 221(d)(3) BMIR; and Troubled Projects Operating Subsidy (Flexible Subsidy); providing advice and assistance to owners and managers in the area of tenant eligibility and certification, tenant eviction, rent increases and post requirements, and training.

-
- h. Monitoring the mortgage servicing practices of approved financial institutions and their servicing departments or agents; conducting on-site reviews to ensure compliance with regulatory requirements; securing correction of deficiencies; recommending actions to impose administrative sanctions or withdrawal of approval for noncompliance.
 - i. Processing requests for the assignment of single-family mortgages and assisting

mortgagors; notifying mortgagors and mortgagees of decisions; reviewing and analyzing eligibility criteria; and conducting appeal conferences with mortgagors.

- j. Advising and assisting mortgagors with home mortgages on servicing requirements, escrow accounts, prepayments, forbearance, prevention mortgages, and other servicing concerns.
- k. Advising and guiding lenders in servicing insured home mortgages, and in servicing their portfolios to meet requirements on escrow accounts, prepayments, property preservation, claims for insurance benefits, forbearance, partial payments, mortgage modifications, assignments, and prevention of foreclosure and acquisition of properties.
- l. Servicing of Section 235 recapture and Temporary Mortgage Assistance Payments liens.
- m. Reviewing and approving/disapproving applications from local organizations to become HUD-approved housing counseling agencies. Conducting performance reviews of approved agencies.
- n. Advising and assisting program participants managing HUD-assisted housing on occupancy matters; taking actions to ensure timely and accurate reporting of occupancy and tenant characteristic data.

1/87

15-32

1100.3 REV 5

- o. Conducting Field collection activities to liquidate defaulted loans acquired from lending institutions holding contracts of insurance under Title I of the National Housing Act.
 - p. Developing recommendations for administrative action against lending institutions or dealers acting in violation of Title I regulations.
- 15-29. PROPERTY DISPOSITION BRANCH. This branch is responsible for:
- a. Administering property disposition operations involving rehabilitation and management of all

real and related personal property conveyed to or in the custody of the Secretary.

- b. Disposing of single-family property to ensure the maximum return of the Government's investment, to protect the insurance reserve funds, and to preserve neighborhoods in a manner consistent with the overall Departmental objectives; making periodic inspections of home properties.
- c. Inspecting multifamily projects and developing offering price and terms; developing management and maintenance programs; making periodic inspections to determine adequacy of maintenance and competency of management; and preparing disposition recommendations for authorization to proceed with sales offering. Determining financial and credit standing of potential purchasers.
- d. Complying with the Federal Acquisition Regulations, HUD Acquisition Regulations, and other policy and procedures to ensure adequate response to bids and purchase orders; contracting and administering procurement contracts with respect to management broker services and services for repair, construction, improvement, removal, demolition, alteration, maintenance, and operation of real and related personal property conveyed to or in the custody of the Secretary.

- e. Assuming custody of, preserving, and protecting vacant properties which are security for assigned mortgages.
- f. Contacting mortgagees concerning the conveyance of properties damaged by fire, flood, hurricane, and earthquake, and with respect to the conveyance of properties vacant/occupied.
- g. Preparing Planned Program Approach formal written plans for the disposition of acquired single-family properties. Consulting or meeting with local city authorities, civic associations, and community residents in the development of the formal written plans.

- h. Arranging for the receipt and payment of tax bills and special assessments on acquired home properties.
- i. Developing sources of financing for sales of acquired home properties; approving, accepting/rejecting offers to purchase; executing contracts of sale, deeds of conveyance, and all other instruments in connection with sales closing; and taking any or all further actions in connection with acquired properties.
- j. Establishing repair programs for HUD-held and HUD-owned properties; issuing necessary contracts to accomplish repairs; inspecting on-going and completed repairs and authorizing payment. Negotiating contracts for needed supplies and services; providing necessary supervision and guidance; and approving final plans and specifications.
- k. Establishing rental rates for and approving leasing of all acquired properties, and developing leasing programs for HUD-held and HUD-owned multifamily projects.
- l. Developing recommendations for improved cost effective techniques and methods for management and disposition of acquired properties.

-
- m. Issuing monthly Public Information Release of acquired home properties available for sale and multifamily units available for rental.
 - n. Maintaining liaison with other elements of the Department, other Government agencies, and the private sector concerning availability of housing, financing, and other management aspects; and conducting industry meetings to discuss Property Disposition activities and effective disposition of acquired properties.
 - o. Using the PMS system to keep track of tenant data, and disbursements for multifamily mortgage-in-possession and HUD-held and HUD-owned multifamily projects.

- p. Preparing Environmental Assessments and Compliance Findings and assisting in preparing Environmental Checklists or Checksheets, or Environmental Impact Statements in accordance with existing requirements.

15-35

1/87

1100.3 REV 5

Section 3. Office of Public Housing

15-30. GENERAL. This office consists of a Management Division, a Technical Support Division, and, at the discretion of the RA, a Program Support Staff, which are responsible for the programs and functions listed below.

a. Programs.

Assisted housing programs under the United States Housing Act of 1937, as amended; Non-Indian conventional rental and homeownership; low-income Public Housing development and management programs; Sections 23 and 10(c) Leased Housing; and Section 8 Existing, Moderate Rehabilitation, Housing Vouchers.

b. Functions.

- (1) Managing, supervising, monitoring, and evaluating Public Housing management operations regionwide and monitoring and evaluating Public Housing development operations regionwide in conjunction with the Office of Housing to ensure that programs are operating in accordance with standards, procedures, and quality controls; are meeting production goals, processing priorities, deadlines, and service requirements; and are free of fraud, waste, and mismanagement. The Director, Office of Public Housing, shall have concurrent "sign-off" authority on Public Housing development activities of the Office of Housing, and shall determine unit allocations and fund control.
- (2) Advising the RA and other program staffs on Public Housing programs; reviewing

workload, coordinating assignments and

1/87

15-36

1100.3 REV 5

priorities, and maintaining liaison and coordination with other Regional Office components for effective operation of assigned programs.

- (3) Managing a vigorous compliance program to ensure the integrity and security of Departmental Public Housing programs.
- (4) Maintaining liaison with groups outside the Department on broad aspects of Public Housing.
- (5) Providing guidance and direction on Women's, Minority, and Elderly programs to ensure that Public Housing programs are responsible to their needs and concerns.
- (6) Ensuring that System Coordinators/Data Base Managers are selected and that procedures, priorities, and schedules are established and maintained for the timely input and accuracy of data for all Public Housing systems nationwide.
- (7) Ensuring that states are provided the opportunity to review Departmental programs pursuant to Executive Order 12372.

15-31. TECHNICAL SUPPORT DIVISION. This division is responsible for:

- a. Performing on-site reviews, audits, and surveys of PHA operations to: (1) determine PHA compliance with the Annual Contributions Contracts (ACC), applicable Federal statutes, regulations, and Departmental policies and requirements; (2) evaluate PHA performance effectiveness; and (3) provide technical assistance to PHAs.
- b. Reviewing engineering aspects and coordinating approval of Comprehensive Improvement Assistance Program (CIAP) projects including costs, Environmental Assessment, and Compliance findings.

1100.3 REV 5

- c. Advising and assisting program participants on the engineering aspects of maintenance, rehabilitation, and modernization of Public Housing.
 - d. Monitoring Field Offices relative to engineering and utility problems and in the planning, contracting, and completion of PHA modernization projects, and to determine the level and quality of performance.
 - e. Maintaining an overview of the Public Housing application processing and taking corrective action when necessary; notifying the RA of problems and recommending solutions.
 - f. Recommending to the RA actions on the sub-assignment and reassignment of program funds among Field Offices; on Public Housing position and staff-year allocations and reassignment of positions and staff-years to meet program goals; and on the development, negotiation, and implementation of Departmental and Regional goals and objectives as they relate to Public Housing activities.
 - g. Consulting with Counsel on legislation or litigation involving Public Housing programs and activities.
 - h. Recommending to the RA actions on appeals from Field Office decisions.
 - i. Monitoring Field Office compliance with implementing Federal regulations and Departmental policies and requirements.
 - j. Evaluating Field Office effectiveness in the financial management of appropriated Public Housing funds for: (1) Public Housing development; (2) Comprehensive Improvement Assistance Program; (3) Performance Funding System; (4) Section 23 Leased; and (5) Homeownership Opportunities Programs.
-

- k. Providing guidance and technical support to Field Offices in all matters related to the operation and maintenance of Public Housing Programs including Section 8 Existing and Voucher Programs administered by PHA's.

15-32. MANAGEMENT DIVISION. This division is responsible for:

- a. Administering all activities and matters relating to and affecting management activities of Public Housing Agencies (PHA), including coordination, review, and approval of operating Budgets and subsidies, CIAP projects and budgets, and management recommendations of new Public Housing projects.
- b. Coordinating and participating, as part of the development process, in the review of new projects and making recommendations as to the overall management of such projects, performing housing management functions affecting the development of Public Housing administrative capability.
- c. Performing on-site reviews, audits, and surveys of PHA operations to: (1) determine PHA compliance with the Annual Contributions Contracts (ACC), applicable Federal statutes, regulations, and Departmental policies and requirements; (2) evaluate PHA performance effectiveness; and (3) provide management assistance reviews, coordinated reviews, and occupancy audits.
- d. Advising and assisting PHAs, state agencies, and private owners on occupancy matters including admissions, income limits, rents, and continued occupancy for Low-Income Public Housing and Section 8 Non-Insured Programs; taking action to ensure timely and accurate reporting of occupancy and tenant characteristics data.
- e. Assisting in developing training programs for management staffs of PHAs.

- f. Reviewing Housing Assistance Plans, reviewing and coordinating approval of new modernizations projects, and controlling the receipt and distribution of all applications, reports, and documents.
- g. Providing advice on all matters relating to and affecting management of Section 8 Existing and Moderate Rehabilitation Programs.
- h. Serving as the contact for management activities with public and private local agencies and owners of Section 8 leased housing.
- i. Providing technical assistance and training to PHA staff concerning the Section 8 Existing and Moderate Rehabilitation Programs in connection with overall program management, housing quality standards, Environmental Assessments, Compliance Findings, Environmental Checklists or Checksheets, and applicant/tenant certifications.
- j. Performing on-site reviews, audits, and surveys of PHA operations designed to: (1) determine PHA compliance with the Annual Contribution Contracts (ACC), applicable Federal statutes, regulations, and Departmental policies and requirements; (2) evaluate PHA performance effectiveness; and (3) provide technical assistance to PHAs; initiating actions for improvement or correction of any deficiencies, following through until recommendations are implemented, and ensuring that required improvements are made and deficiencies are corrected.

15-33. to 15-39. RESERVED.

Section 4. Office of Community Planning and
Development

15-40. GENERAL. This office consists of a Regional

Management Division (or Staff), Program Management Teams (or Division), and a Program Support Division, which are responsible for the programs and functions listed below. (When the environmental functions are placed in the Office of CPD, the environmental functions described in paragraph 15-9 are also the responsibility of this office.)

a. Programs.

- (1) Title I of the Housing and Community Development Act of 1974, as amended, including the Community Development Block Grant (CDBG) Program (the Entitlement Program, State Block Grant Program and HUD-Administered Small Cities Program), the Urban Development Action Grant (UDAG) Program, the Neighborhood Development Demonstration Program, and the programs funded by the Secretary's Discretionary Fund.
- (2) Urban Homesteading Program.
- (3) Rehabilitation Loans (Section 312).
- (4) Rental Rehabilitation Program.
- (5) Closeout activities under the Revolving Fund, Urban Renewal, Model Cities, Basic Water and Sewer Facilities, Open Space Land, Neighborhood Facilities, Comprehensive Planning Assistance, and Neighborhood Development Demonstration Programs. Liquidating the Public Facilities Loan Program, the Public Works Planning Advances Program, and the Advance Acquisition of Land Program.
- (6) Relocation and acquisition activities under the Uniform Relocation Assistance and Real

Property Acquisition Policies Act of 1970 (Uniform Act), and relocation activities under program statutes and regulations for all Departmental programs.

- (7) Regionwide implementation of the National

Environmental Policy Act of 1969, National Historic Preservation Act of 1966, and related statutes, Executive Orders, and regulations.

- (8) Emergency Shelter Grants Program.
- (9) Energy activities under Title I of the Housing and Community Development Act of 1974, as amended.

b. Functions.

- (1) Regionwide Management and Representation.
 - (a) Advising the RA and other program staffs on CPD programs on the development, negotiation, and implementation of Departmental, Regional, and Field Office goals and objectives; and on methods and procedures for improvements in CPD program operation; and monitoring and evaluating the overall management performance, goal achievement, and efforts to prevent fraud, waste, and mismanagement.
 - (b) Designing and coordinating Regional Technical assistance strategies and programs; providing training and technical assistance on energy efficiency, conservation, and alternative supply sources.
 - (c) Coordinating all economic development activities including the UDAG Program, except adjusting, withdrawing, or reducing UDAG grants.

-
- (d) Consulting with the Regional Counsel on legislation and litigation.
 - (e) Making recommendations to the RA on CPD Program and audit appeals.
 - (f) Developing and maintaining Regional CPD data systems, monitoring the

quality of CPD program data
regionwide, and preparing CPD program
reports.

- (g) Advising the RA on redistributing CPD
program funds among Field Offices.
- (h) Ensuring that states are provided the
opportunity to review certain
Departmental programs pursuant to
Executive Order 12372.

(2) Program Operations.

- (a) Advising the Regional Administrator in
the administration of CPD program
activities; ensuring that assigned
programs operate in accordance with
standards and procedures; meet goals,
deadlines, and service requirements;
and prevent fraud, waste, and
mismanagement.
- (b) Establishing priorities; maintaining
quality control over operations;
reviewing workload and coordinating
assignments; designating Data Base
Managers for establishing procedures,
priorities, and schedules, and
ensuring the timeliness and accuracy
of all data.
- (c) Coordinating with other Federal
agencies, states, areawide planning
organizations, local governments, and
the private sector to ensure effective
program linkages.

- (d) Ensuring that communities and states
are receiving essential CPD services
and technical assistance, and that the
programs are carried out in a timely
and efficient manner.
- (e) Recommending to the RA approval/
disapproval of CPD grants and loans,
the execution of grant agreements
except UDAG, and other implementing

documents, and the imposition of appropriate sanctions.

- (f) Coordinating or ensuring effective monitoring, release of funds, and provision of technical assistance for CPD program recipients.

(3) Environmental Functions. (Refer to paragraph 15-9).

15-41. REGIONAL MANAGEMENT DIVISION. This division (or staff) is responsible for:

- a. Maintaining cognizance of and providing guidance to CPD operations in Field Offices, and monitoring and evaluating the management and technical performance of these operations.
- b. Allocating program funds and personnel, and administrative and budget resources for CPD operations in Field Offices; training the CPD staff; coordinating CPD data systems and reporting; and preparing management reports on CPD operations.

15-42. PROGRAM MANAGEMENT TEAMS (PROGRAM MANAGEMENT DIVISION). These teams are responsible for: (See note paragraph 15-43 also.)

- a. Providing information on CPD programs to public and private officials, assisting them in the development of short- and long-range program goals and objectives, and coordinating proposals to ensure compatibility with goals and objectives.

-
- b. Processing CDBG Entitlement, State, and Emergency Shelter final statements and Rental Rehabilitation Program statements to ensure that statutory and regulatory requirements are met, funds do not exceed statutory allocations, certifications have been properly executed, and all citizen participation requirements have been met.
 - c. Assessing grantee progress and performance vis-a-vis grantee certifications, and recommending

sanctions.

- d. Receiving, reviewing, rating, and ranking applications for discretionary grants and preparing comments and recommendations.
- e. Preparing written notifications to applicants as to the acceptance or nonacceptance and approval, partial approval, conditional approval, or disapproval of CDBG Entitlement, State, and Emergency Shelter final statements, and Rental Rehabilitation Program statements and discretionary applications.
- f. Making determinations of applicant UDAG eligibility; receiving, reviewing, and recommending action on UDAG applications; processing UDAG projects and necessary amendments to the grant agreements; and managing and monitoring all post approval activities of UDAG projects.
- g. Managing and monitoring projects and program operations and conducting reviews of progress reports of CDBG and Rental Rehabilitation grantees to ensure the efficient use of Federal funds and compliance with applicable statutes, policies, requirements, procedures, and grantee certifications; providing information and technical assistance in resolving problems; making recommendations for corrective action; and closing out programs.
- h. Providing technical assistance and advice and providing oversight and management of technical

assistance contracts to states to ensure successful implementation and management of the State CDBG Rental and Rehabilitation Programs in accordance with Departmental regulations.

- i. Preparing written determinations of eligibility and compliance with the maximum-feasible-priority test upon request of a grantee.
- j. Reviewing and following up to resolve outstanding audit findings.
- k. Providing technical advice and assistance to

state and local officials and staff on energy efficiency, conservation, and alternative supply sources.

1. Receiving, reviewing, and commenting on Section 108 Loan Guarantee applications, and recommending approval or disapproval.

15-43. PROGRAM SUPPORT DIVISION. This division is responsible for the functions listed below. At the discretion of the RA, these functions may be performed in whole or in part by the Program Support Division and/or the Program Management Teams (Division), and, where justified by the rehabilitation workload, a separate Program Management Team for Rehabilitation may be established.

a. Rehabilitation Management.

- (1) Providing technical advice and assistance to state and local officials and HUD staff on property rehabilitation activities.
- (2) Monitoring CDBG Rental Rehabilitation, Section 312, and Urban Homesteading programs on property rehabilitation aspects, overall program management and quality of assistance provided, cost effectiveness, and accomplishment of stated objectives; and making recommendations for corrective action.

- (3) Conducting demonstrations and special projects to increase state and local government capacity to undertake rehabilitation activities.
- (4) Reviewing lump sum drawdowns as requested by grantees for compliance with Departmental regulations, providing technical assistance and advice regarding lump sum proposals, monitoring for implementation compliance, and recommending corrective actions and maintaining a current list and file of lump sum drawdown agreements.

- (5) Recommending annual Section 312 funding allocations and reallocations for participating localities.
- (6) Conducting reviews of Section 312 loans for residential and non-residential properties. Conducting underwriting reviews, except for locally approved loans, reviewing management and construction plans; reviewing reasonableness of cost, financial and operating statements; conducting periodic reviews of high risk projects; and approving/disapproving individual loans. (Certain multifamily loans require a concurrent review by Headquarters.)
- (7) Recommending to Headquarters the funding allocation and reallocations of Section 810 funds; processing Urban Homesteading applications; monitoring performance of homesteading cities, and providing technical assistance as needed.

b. Relocation and Real Estate.

- (1) Relocation.
 - (a) Serving as a contact for and providing advice, technical assistance, and training on all aspects of relocation activities to public officials at

local and state levels, private organizations, and individuals and HUD staff.

- (b) Monitoring local agency and state compliance with Title II of the Uniform Act, Departmental implementing regulations and procedures, and non-uniform Act program statutes and rules, and recommending corrective action application of sanctions, or other action.
- (c) Reviewing and making recommendations on requests for waivers of relocation regulations, administrative complaints

referred to the Department, and complex relocation claims submitted to the Department.

(2) Real Estate.

- (a) Serving as a contact for and providing advice, assistance, and training on all aspects of real estate property management and acquisition to public officials at the local and state level, private organizations, and private individuals.
- (b) Monitoring local agency and state compliance with Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Departmental implementing regulations and procedures, and recommending any corrective action, applications of sanctions, or other action.
- (c) Providing local agency officials with advice and assistance on land marketing and land disposition activities, and monitoring and evaluating land disposition performance in urban renewal and

1/87

15-48

1100.3 REV 5

neighborhood development programs to determine compliance with applicable laws and regulations.

c. Financial Management.

- (1) Monitoring the financial aspects of grantees' CPD programs to ensure compliance with requirements of OMB Circulars, U.S. Treasury regulations, and other financial and administrative requirements.
- (2) Assisting in financial settlement of urban renewal projects and closeout of CDBG and Rental Rehabilitation grants and categorical projects.

- (3) Developing financial management training programs conducting or participating in seminars and workshops to provide advice and guidance to local governmental agencies regarding the financial and administrative requirements of CPD programs.
- (4) Reviewing block grant submissions to ensure that the grantees' use of funds protects the Federal financial interest in urban renewal projects, and reviewing proposed budget revisions and amendments under all other CPD programs to determine financial feasibility.
- (5) Controlling the review and follow-up action on audits of grantees, requesting clarification or justification of actions questioned in the audit report, determining the corrective actions to be taken by the grantee, and recommending actions for the dispositions of audit findings.
- (6) Reviewing indirect cost proposals and central service cost allocation plans for compliance with OMB Circulars and HUD Handbooks when the Department is the cognizant Federal agency, and recommending approval or disapproval.

d. Technical Support.

- (1) Providing technical advice in the area of engineering, labor standards, contract compliance, wage rates, and energy affecting housing and community development; providing assistance on problems of program design and execution and enforcement; and providing technical reviews, determinations, advice, and assistance for all CPD programs administered by the Regional Office.
- (2) Providing assistance to localities in the preparation of applications and providing technical advice and guidance after Rental Rehabilitation grant approval, and monitoring and evaluating grantee

performance.

e. Citizen Participation.

- (1) Implementing policies and procedures on citizen participation to ensure citizen involvement in the development, implementation, monitoring, and evaluation of CPD program activities.
- (2) Monitoring CPD program recipient compliance with citizen participation regulations and policies and recommending remedial and/or sanction actions.
- (3) Providing training and technical assistance on citizen participation policies, techniques, and methodologies.

f. Processing and Reports.

- (1) Coordinating Regional Office processing and control of program documents and submissions of applicants for CPD assistance; arranging for orderly review of fund statements, applications, and documents; consolidating review reports and

recommendations; preparing summaries of recommendations and decisions; and preparing wrap-up documents for final actions.

- (2) Maintaining records and documents to prepare all required reports for programs and projects and ensuring timely and accurate information is provided to meet reporting deadlines; monitoring and reviewing the accuracy of ADP systems output.
- (3) Maintaining a system to control periodic reports of program project activities submitted by local agencies and following up on delinquent reports.
- (4) Maintaining files on all monitoring findings clearance actions, audit reports,

and resolution of findings.

- (5) Reviewing the monthly Cash and Management Information (C/MIS) reports for the Rental Rehabilitation Program. (These reports are also used for monitoring and reporting purposes.)

15-44. to 15-49. RESERVED.

15-51

1/87

1100.3 REV 5

Section 5. Office of Fair Housing Equal Opportunity

15-50. GENERAL. This office consists of a Compliance Division and a Program Operations Division, which are responsible for the programs and functions listed below.

a. Programs.

- (1) Title VIII of the Civil Rights Act of 1968.
- (2) Title VI of the Civil Rights Act of 1964.
- (3) Section 3 of the Housing and Urban Development Act of 1968.
- (4) Section 109 of Title I of the Housing and Community Development Act: of 1974.
- (5) Executive Orders 11063, 11478, and 12259.
- (6) Equal Employment Opportunity Contract Clause.
- (7) Voluntary Affirmative Marketing Program.
- (8) New Horizons Fair Housing Assistance Project.
- (9) Community Housing Resource Board Program.
- (10) Section 504 of the Rehabilitation Act of 1973.
- (11) Age Discrimination Act of 1975.
- (12) Public Laws 90-480 and 93-259.

b. Functions.

- (1) Managing, supervising, monitoring, and evaluating the overall management performance, goal achievement, and

1/87

15-52

1100.3 REV 5

objectives of the FHEO programs, and efforts to prevent fraud, waste, and mismanagement.

- (2) Advising the Regional Administrator and other program staffs on FHEO matters.
- (3) Investigating, conciliating, and referring complaints, and conducting compliance reviews.
- (4) Representing the RA on matters of fair housing and equal opportunity with other Government agencies and outside groups, and maintaining liaison with principal minority groups, civil rights organizations, and other organizations concerned with equal opportunity in housing, facilities, business, and employment.
- (5) Consulting with the Office of Counsel on legislation or litigation involving FHEO compliance activities.
- (6) Designating Data Base Managers to assure timeliness and accuracy of all data and to monitor the quality of FHEO program data nationwide.
- (7) Coordinating and providing guidance on a nationwide basis on programs to increase training, employment, and entrepreneurial activities for the low-income, minorities, and women.
- (8) Referring noncompliance activities to Headquarters for enforcement action.
- (9) Serving as Processing Officer for the Equal Employment Opportunity Officer on complaints of discrimination, and assisting

in administering the Equal Employment Opportunity precomplaint counseling program.

15-53

1/87

1100.3 REV 5

- (10) Advising the RA on ensuring accessibility in all Departmental programs by handicapped persons.
- (11) Implementing, administering, and managing the Fair Housing Assistance Program in the Region, including substantial equivalency, determinations of state and local agencies. Providing technical assistance and training, monitoring, conducting performance evaluations, and referring and recalling complaints.
- (12) Ensuring that states are provided the opportunity to review Departmental programs pursuant to Executive Order 12372.

15-51. MANAGEMENT LIAISON OFFICER. The Management Liaison Officer is responsible for:

- a. Liaison between the Region and Field Offices on matters of program management and technical decisions and between the Region and Headquarters on matters of policy and program direction.
- b. Preparing management reports, management plan goals, and data input to the various Department program data systems.
- c. Evaluating management performance of Field Offices and control of all Field work activities.

15-52. COMPLIANCE DIVISION. This division is responsible for:

- a. Investigating and resolving complaints resulting from alleged civil rights violations under Executive Orders, legislation, and the administrative authority of the Secretary. Conducting equal opportunity compliance reviews and recommending cases for which the Department should consider referral to the Department of

Justice.

1/87

15-54

1100.3 REV 5

- b. Providing technical assistance, training, and monitoring state and local substantially equivalent agencies in the processing of Title VIII complaints.

15-53 PROGRAM OPERATIONS DIVISION. This division is responsible for:

- a. Reviewing and recommending approval/disapproval of all program certifications, applications, Affirmative Fair Housing Marketing Plans, Equal Opportunity Housing Plans, and New Horizons Fair Housing Assistance Projects.
- b. Reviewing and monitoring Department programs for conformity with civil rights laws, Executive Orders, Departmental rules, regulations, policies and procedures, and fair housing and equal opportunity criteria and objectives. Recommending approval/disapproval and referring any apparent nonconformity to the Office Director.
- c. Reviewing and monitoring the fair housing and equal opportunity performance of Department recipients and grantees and recommending sanctions.
- d. Cooperating with and providing technical assistance to other organizational elements of the Regional Office, to Federal agencies, to local HUD-funded agencies and grantees, and to the private sector. Monitoring requirements of civil rights laws, Executive Orders, contract clauses requiring affirmative action to utilize minorities and women in the labor force of HUD-funded agencies, and other Department rules.
- e. Working with and providing technical assistance and training to state and local government, funded agencies, public and private organizations, and others to facilitate and promote compliance with fair housing and equal opportunity requirements and to stimulate development and implementation of Voluntary Action Programs.

1100.3 REV 5

- f. Assisting in developing and implementing an Affirmative Action Plan for the Department.
- g. Referring fair housing and Department program complaints of discrimination or evidence of compliance problems to the appropriate office for action.
- h. Making recommendations regarding preapplication determinations of Urban Development Act Grant eligibility.
- i. Reviewing Housing Assistance Plans for civil rights concerns and providing evaluation of the civil rights aspects of the project selection criteria or site and neighborhood standards for all subsidized housing.

15-54. to 15-59. RESERVED.

1/87

15-56

1100.3 REV 5

Section 6. Office of Administration

- 15-60. GENERAL. This office is comprised of a Personnel Division, a Management and Budget Division, an Accounting Division, an Administrative Services Division, a Management Information Division, and a Regional Contracting Officer (RCO), which are responsible for the functions listed below.
- a. Advising, guiding, and assisting the RA, other Regional Office staff, and Field Office Managers on all matters of administrative management.
 - b. Managing, supervising, monitoring, and evaluating the administrative operations regionwide with respect to management performance, goal achievement, and efforts to prevent fraud, waste, and mismanagement.

- c. Advising and assisting on the development, negotiation, and implementation of Departmental and Regional goals and objectives, and advising and assisting in establishing Regional program objectives relating to the Regional management plan.
- d. Ensuring that System Coordinators/Data Base Managers have been designated to assure the timeliness and accuracy of all data and to monitor the quality of data regionwide.
- e. Administering the Claims Collection Program.
- f. Coordinating the Regional emergency planning and preparedness programs and disaster relief activities assigned to the Region by:
 - (1) Coordinating the development and updating of Regional emergency planning and preparedness programs and activities with the Regional Office of FEMA, other Federal agencies and councils, HUD emergency state offices, and state and local officials.

- (2) Maintaining a current emergency alerting system at Region/Field Offices.
- (3) Coordinating with Regional program offices on all housing assistance activities assigned to the Region.
- g. Providing Regional procurement and assistance management expertise to the RA, the Regional Director of Administration, Field Office Managers, and the Regional Directors of Public Housing, Housing, and Community Planning and Development. Details are provided in paragraph 15-66.
- h. Operating the Regional employee suggestion program. (This function may be assigned at the discretion of the Office Director or the RA.)
- i. Serving as the focal point for all office automation, micrographics, and micro/mini-computers regionwide. (This function may be

assigned at the discretion of the Office Director or the R.A.) Under HUDNET, the host Region is solely responsible for managing the day-to-day operations of the processing center, including the provision of ADP services to participating Regions. All matters involving day-to-day operations and service will be dealt with between appropriate staff from participating Regions and the host Region.

- j. Supervising the reporting of staff hours expended, reviewing the performance of Field Offices in providing timely and accurate reports, serving as the Regional control point for the Employee Time Reporting System (ETRS), and providing assistance in interpreting and utilizing ETRS reports. (This function may be assigned at the discretion of the Office Director or the RA).

1/87

15-58

1100.3 REV 5

15-61. PERSONNEL DIVISION. This division is responsible for:

- a. Advising and assisting the RA and staff in carrying out their responsibilities for personnel management and in administering their delegated personnel authorities.
- b. Planning, formulating, and implementing Regional personnel and position management policies and procedures, and operating such programs, consistent with policies and procedures issued by the Department and the Office of Personnel Management.
- c. Administering Regional recruitment, placement, and development activities and ensuring that positions are classified consistent with standards issued by OPM and Departmental guidelines and directives.
- d. Taking final personnel action necessary to appoint individuals to Federal service and ensuring that all such actions conform to applicable laws, regulations, and OPM and Departmental policies and requirements.
- e. Advising or representing and providing technical

assistance to management on internal labor management relations.

- f. Administering an employee relations program which includes awards, discipline, grievances resolution, and employee services and benefits.
- g. Processing personnel and payroll actions through the Departmental personnel/payroll system. Maintaining records and an information system relating to these records and to personnel actions; and administering hours of duty, absence, and leave provisions consistent with Departmental policy.
- h. Evaluating the efficiency of, identifying the weaknesses of, and proposing remedies and

15-59

1/87

1100.3 REV 5

corrective actions for the Regional personnel management program.

- i. Developing and conducting a regionwide training program to meet the needs of managers and employees and coordinating and implementing national training processes.
- j. Developing, implementing, and administering an affirmative action program for equal employment opportunity. (This function may be assigned at the discretion of the R.A., but is normally assigned to the Personnel Division.)

15-62. MANAGEMENT AND BUDGET DIVISION. This division is responsible for:

- a. Advising and assisting the RA and staff on matters relating to organization, management, and budget of the Region.
- b. Maintaining organization files of the structure of each office and organization and maintaining the Delegations of Authority for the Region.
- c. Conducting a Regional management analysis program to develop and recommend improvements in operating practices and managerial methods and controls.

- d. Planning and coordinating a management improvement and cost reduction program, consistent with the Departmental program, with emphasis on the elimination of fraud, waste, and mismanagement.
- e. Developing productivity reporting formats and analyzing productivity data. Recommending actions to improve the system.
- f. Assisting Regional and Field staffs in forecasting program workloads as an element in developing staffing requirements, analyzing Regional staffing requirements, and developing criteria for staff allocation to Field Offices.
- g. Preparing and publishing management plans, coordinating the development of criteria for

1/87

15-60

1100.3 REV 5

measuring Regional success in achieving objectives, developing a comprehensive system for monitoring and reporting overall Regional and Field Office accomplishments, and coordinating, scheduling, and participating in the Management Performance Reviews of Field Offices conducted by the Office of Administration.

- h. Developing and maintaining a system for the control and promulgation of Regional issuances consistent with the Unified Issuances System, and coordinating the clearance of Departmental and Regional issuances. Serving as Issuances Management Officer for the Region.
- i. Resolving Administration audit problems and overseeing the performance of Regional and Field Office staffs in resolving audit findings; providing liaison with the General Accounting Office (GAO).
- j. Executing and controlling authorized budgets, travel allowances, and employment ceilings regionwide; issuing budget advice and allocations, and monitoring the use of authorized budget allowances. Advising and monitoring administrative staff on the reporting of obligations, control of funds, and validity

of obligations.

- k. Developing and maintaining data on program volume, workload indicators, staffing, and funds, and justifying staffing and funding needs in budget requests.
- l. Processing and monitoring Program Fund and Contract Authority Assignments.

15-63. ACCOUNTING DIVISION. This division is responsible for:

- a. Advising and assisting the RA and staff on all financial, accounting, and program financial management matters affecting the Region and/or the Department.

15-61

1/87

1100.3 REV 5

-
- b. Administering the Regional accounting and financial management systems by:
 - (1) Maintaining accounting records and controls for administrative and/or program funds.
 - (2) Preparing Treasury and Departmental reports, reconciliations, and analyses of accounting and financial data for both Headquarters and Regional management.
 - (3) Examining and processing documents for assignment, subassignment, prevalidation, reservation, obligation, and disbursement of program funds, and preparing letters of credit.
 - (4) Accounting and paying for: (1) travel and other administrative expenses, (2) Imprest Fund transactions, and (3) other expense documents.
 - (5) Collecting amounts due the Department, receiving and accounting for other amounts due the Department, and processing and depositing collections.
 - c. Developing and issuing local fiscal and accounting procedures to implement or supplement Departmental issuances.

- d. Designating Authorized Certifying Officers and Imprest Fund Cashiers, establishing controls and conducting reviews of Imprest Funds, and providing training of Imprest Funds Cashiers.
- e. Conducting financial reviews to ensure compliance with the regulatory requirements relating to cash management controls, fund controls, the collection of debts and claims, and the depositing of funds; and to ensure security and control over the various collateral and security documents.

1/87

15-62

1100.3 REV 5

- f. Advising Local Public Authorities (LPA's) on Departmental accounting and reporting requirements, and representing the Department and/or the Region in financial contacts with the Regional Treasury Disbursing Offices, Federal Reserve Banks, GAO, and other Federal agencies in the Region.
 - g. Advising and assisting employees regarding travel claims and travel voucher preparation, and providing training on Travel Regulations.
 - h. Conducting periodic reviews of the Regional and Field Offices on behalf of Headquarters and the Regional Administrator in support of the Departments' Mortgage Insurance Accounting Programs. Evaluating and identifying weaknesses and deficiencies in procedures and controls affecting the accuracy and timeliness of deposits and submissions of financial documents to Headquarters.
 - i. Advising and assisting Headquarters in designing and implementing new or revised accounting systems and procedures; conducting special studies and pilot programs.
 - j. Providing technical guidance on administrative and program financial matters.
- 15-64. ADMINISTRATIVE SERVICES DIVISION. This division is responsible for:
- a. Advising and assisting the RA and staff on all

administrative services and developing and issuing regionwide policies, methods, and procedures for effective, efficient delivery of administrative services.

- b. Developing, managing, and monitoring the acquisition and utilization of communications facilities and services in conformance with Federal and Departmental regulations; defining and analyzing requirements for such systems, and providing communications facilities to support ADP terminal equipment.

- c. Participating in the development of logistical support plans for relocation of Regional and Field Offices in conformance with emergency preparedness guidelines.
- d. Managing and monitoring the implementation of Federal conservation regulations guidelines.
- e. Developing, managing, and monitoring an Occupant Emergency Program in conformance with Federal requirements, and managing and monitoring an Occupational Safety and Health Program; establishing and participating on safety and health committees; and developing and implementing related educational, promotional, and training activities.
- f. Developing, managing, and monitoring a system for the acquisition, storage, and distribution of Departmental forms, issuances, and publications; and managing and monitoring printing, duplication, and distribution services.
- g. Providing Imprest Fund facilities for the cash payment of purchases and providing travel advances and reimbursement of travel vouchers.
- h. Managing and monitoring information and documentation resource services for program officials, other agencies, and public or private concerns.
- i. Developing, managing, and monitoring procedures governing the receipt, review, and distribution

of mail communications.

- j. Managing and monitoring a procurement program for supplies, services, furniture, and equipment, utilizing unlimited authority in procurements from established Government sources, and up to \$10,000.00 on open market transactions, and reporting all procurement activity, including Field Office actions, to the Office of Procurement and Contracts in Headquarters.

1/87

15-64

1100.3 REV 5

- k. Managing and monitoring a Personal Property Management System for the acquisition, storage, disposal, utilization, distribution, and maintenance of supplies, furniture, furnishings, and equipment.
- l. Developing, managing, monitoring, and maintaining records management and micrographic systems; making periodic records surveys; and coordinating records services activities with the National Archives and Records Administration.
- m. Developing, managing, and monitoring a space management program for the acquisition, utilization, maintenance/repair and modification of assigned space; developing and maintaining current space requirements for each location within the Region; determining and developing functional organization layout plans; evaluating the effectiveness of space programs regionwide; maintaining liaison with the General Services Administration, other Federal agencies, and private industry; monitoring building lease contracts; and managing GSA-leased facilities where HUD is occupying 90 percent or more of the Government-controlled space.
- n. Managing a motor vehicle program for employees' official use; issuing, monitoring, and maintaining records of Government operators permits; maintaining appropriate accountability records; maintaining liaison with Interagency Motor Pools and Federal contract sources; and allocating and controlling motor vehicle mileage.

- o. Administering and monitoring procedures governing the furnishing of official travel services to employees; determining requirement for and issuing Government Bills of Lading for transportation of Government materials and household goods in connection with official change of employee duty stations; providing counseling services on prescribed rates, modes, and laws; providing ticketing services; and issuing and maintaining accountability controls on Government Transportation Requests.

15-65

1/87

1100.3 REV 5

- p. Issuing and maintaining control records on employees' identification cards and building passes, and managing/monitoring the administrative budget allocated for office expenses.

15-65. MANAGEMENT INFORMATION DIVISION. This division is responsible for:

- a. Advising and assisting the RA and staff on all matters relating to the use of ADP technology for reporting/statistical systems and automated program processing systems, and serving as the contact point for management information and statistical data.
- b. Establishing, coordinating, and maintaining Regional statistical information and reporting systems; establishing and monitoring the Region's Reports Management System; maintaining the systems documentation library; monitoring the accuracy and timeliness of data entry and data retrieval; and reviewing ADP systems and operations, training programs, and initiating action to improve them.
- c. Monitoring and providing technical assistance to ensure that effective data quality procedures are established and maintained for reporting on activities and programs; serving as the coordination and control point for information systems development, teleprocessing services, problem reporting, and ADP support activity; establishing and monitoring procedures governing ADP terminal management and teleprocessing

service utilization and maintenance; ensuring that all Regionally-designed ADP systems are coordinated and complementary to Departmentwide systems; and serving as the contact point for pilot testing and/or installing/implementing new ADP systems.

- d. Developing and maintaining automated/manual information at the Regional Office; providing technical contact for ADP systems; ensuring that System Coordinators/Data Base Managers in

1/87

15-66

1100.3 REV 5

program offices are designated for each automated system; providing services to all users regarding Regional ADP systems; and coordinating training and documentation.

- e. Establishing and monitoring procedures for ADP security; identifying and defining operational requirements which need ADP support beyond that available in the Region; developing automated systems for local use; developing technical and administrative procedures for implementation and operation of the local system development capability; and establishing procedures for and monitoring the utilization of central terminal and teleprocessing service capabilities, and ensuring adequate and equitable availability of capabilities for all Regional Office users.
- f. Developing and supporting the use of all local area networks regionwide.

15-66. REGIONAL CONTRACTING OFFICER. The RCO is responsible for:

- a. Providing advice and technical assistance to the RA and staff on all matters concerning Regional procurement and assistance management.
- b. Reviewing and evaluating the entire contracting function within the Region including contracts, grants, cooperative agreements, small purchases, and administrative activity associated with such agreements.
- c. Reviewing procurement systems of Community Development Block Grant recipients, Public

Housing Agencies, and Indian Housing Authorities.

- d. Serving as competition advocate for each contracting activity within the Region.
- e. Coordinating training for the Regional/Field Office procurement staff as needed.

15-67

1/87

1100.3 REV 5

-
- f. Placing and administering all contracts, interagency agreements, grants, and cooperative agreements, the requests for which have been specifically forwarded to and accepted by the Director, Office of Administration, from the Director, Office of Procurement and Contracts; or which have been generated within the Region. This does not include the procurement done by the Property Disposition Branches in the Field Offices.
 - g. Assisting and coordinating with the Office of the Regional Inspector General on relevant audits and investigations.

15-67. to 15-69. RESERVED.

1/87

15-68

1100.3 REV 5

Section 7. Office of Counsel

15-70. GENERAL. This office advises the RA and staff on legal matters and is responsible for:

- a. Providing legal counsel, service, assistance, and recommendations to Regional Office staff with respect to all Departmental programs and activities. The Regional Counsel is responsible to the General Counsel for matters relating to the Regional Counsel's professional ability as an attorney.

- b. Providing program legal services for those programs and activities directly administered by the Regional Office, and ensuring that legal services are provided to Category B and C Offices.
- c. Reviewing equal opportunity enforcement activities received in the Regional Office and providing legal counsel and assistance with respect to FHEO functions.
- d. Performing functions relating to Standards of Conduct and Freedom of Information matters, adverse actions, tort claims, judicial foreclosure actions, and functions pertaining to litigation which involve Regional or Field Office programs, activities, or personnel acting in an official capacity. These functions may involve representing the Department at judicial or administrative hearings.
- e. Conducting studies of basic legal problems relating to Departmental programs and preparing legal opinions, interpretations, and advice with respect to such programs.
- f. Providing professional advice, assistance, and guidance to the Chief Counsel and Chief Attorneys; however, any Chief Counsel or Chief

15-69

1/87

1100.3 REV 5

Attorney may seek professional advice directly from OGC on Housing, Public Housing, Indian programs, and Community Planning and Development legal matters.

- g. Monitoring and evaluating the functions, operations, and activities of the Chief Counsel and Chief Attorneys and ensuring that the established policies, standards, and procedures are carried out and performed.

15-71. to 15-79. RESERVED.

1/87

15-70

Section 8. Office of Indian Programs

- 15-80. GENERAL. Because of the unique governmental status and geographic spread of Indian tribal jurisdictions and Alaska Natives, all Departmental activities for Indians, except mortgage insurance activities, are normally administered by separate organizations which generally differ from the standard jurisdictions and which often cross standard Regional boundaries. Indian programs are administered by the following offices:
- 15-81. CHICAGO REGIONAL OFFICE. The Office of Indian Programs reports to the RA and administers Indian programs for the states in Regions I, II, III, IV, and V plus the State of Iowa.
- 15-82. OKLAHOMA CITY OFFICE. The Indian Programs Division reports to the Office Manager and administers Indian programs for the States of Kansas and Missouri and for all the states in Region VI, except New Mexico.
- 15-83. DENVER REGIONAL OFFICE. The Office of Indian Programs reports to the RA and administers Indian programs for all the states in Region VIII plus the State of Nebraska and particular tribal jurisdictions within the States of Nevada and New Mexico.
- 15-84. SAN FRANCISCO REGIONAL OFFICE. The Office of Indian Programs reports to the RA. It is located in Phoenix, but is not a part of the Phoenix Field Office. It administers Indian programs for all the states in Region IX plus the State of New Mexico and particular tribal jurisdictions within the States of Idaho, Oregon, and Utah.
- 15-85. SEATTLE REGIONAL OFFICE. The Office of Indian Programs reports to the RA and administers Indian programs for all the states in Region X except Alaska.
- 15-86. ANCHORAGE OFFICE. This office administers all Indian programs for the State of Alaska through the normal program operating procedures of the office.
- 15-87. to 15-89. RESERVED.