
CHAPTER 6. ASSISTANT SECRETARY FOR HOUSING - FEDERAL HOUSING
COMMISSIONER

Section 1. General

- 6-1. ASSISTANT SECRETARY FOR HOUSING - FEDERAL HOUSING
COMMISSIONER. The Assistant Secretary for
Housing-Federal Housing Commissioner advises the Secretary
regarding mortgage insurance and multifamily assisted
housing programs and related functions of production,
financing, and management of such housing and the
conservation and rehabilitation of housing stock.
The Assistant Secretary is responsible for:
- a. Developing and promulgating regulations,
policies, standards, and procedures for housing
programs and for ensuring their execution; and
developing annual Headquarters and Regional
management plans for housing programs.
 - b. Providing program guidance to Regional
Administrators with respect to delegated program
operations; providing technical advice and
assistance to Regional and Field Offices; and
establishing minimum standards of supervisory
followup by the Regions with respect to program
operations.
 - c. Monitoring and evaluating program execution and
adherence to policies, standards, and procedures;
monitoring and evaluating program results,
program performance, quality, quantity, and
timeliness of services; and evaluating overall
program effectiveness and impact. The evaluation
functions are carried out in cooperation with the
Assistant Secretary for Policy Development and
Research (PD&R) as part of PD&R's Departmentwide
responsibility for supervision, coordination, and
review of all program evaluation activities.
 - d. Chairing the Mortgagee Review Board.
 - e. Monitoring the mortgage market and municipal
securities market and advising on the impact on

the supply and cost of credit for the FHA insured and bond financed programs of the Department.

- f. Recommending actions with respect to:
 - (1) Mortgage insurance reserve requirements and adequacy of reserves, borrowing required for insurance claims, requested appropriations to cover insurance losses, and the determination of distributive shares payable from the mutual insurance funds.
 - (2) The investments of funds not required for the conduct of program operations.
- g. Ensuring that housing programs further fair housing, foster minority business enterprise, and prevent discrimination.
- h. Representing HUD on the Consumer Affairs Council and carrying out Departmental level and Housing's consumer affairs responsibilities.
- i. Providing protection for the public interest in the integrity and security of programs by conducting a positive compliance program to prevent fraud, waste, and mismanagement; to close audit fundings; and to exclude from further participation those determined not to be responsible by debarment, suspension, or other administrative action.
- j. Collecting claims and debts due to HUD arising from the operations of the assigned functions and reporting those uncollected to the Departmental Claims Officer.
- k. Coordinating with the Assistant Secretary for CPD on environmental matters; ensuring that a Housing Environmental Clearance Officer is designated and that adequate review and clearance procedures are established.
- l. Administering the following programs and functions:

related assistance.

- (2) Property Improvement and Manufactured Housing Loans.
- (3) The rent supplement program.
- (4) The repair, construction, improvement, removal, demolition, alteration, management, rehabilitation, rental, maintenance, operation, and disposition of real and related personal property conveyed to or in the custody of the Secretary.
- (5) The Elderly and Handicapped Housing Loan Program.
- (6) The Congregate Housing Services Program.
- (7) Assisted Housing programs (Section 8).
- (8) Flexible subsidy program.
- (9) Manufactured Housing Programs and Safety Standards Programs.
- (10) The Interstate Land Sales Registration Program.
- (11) Real Estate Settlement Procedures.
- (12) The Title X Land Development Program.
- (13) The Housing Counseling Program.
- (14) Technical and financial assistance to nonprofit sponsors.
- (15) Development grants for new construction or substantial rehabilitation.
- (16) The Housing Voucher Program.

-
- m. Exercising functional supervision of Housing staff in Regional and Field Offices and the following offices in Headquarters:

General Deputy Assistant Secretary for Housing

Field Monitoring Staff
Deputy Assistant Secretary for Policy, Financial
Management, and Administration
Office of Policy Development
Office of Financial Management
Office of Management
Deputy Assistant Secretary for Multifamily
Housing
Office of Insured Multifamily Housing
Development
Office of Multifamily Housing Management
Office of Elderly and Assisted Housing
Deputy Assistant Secretary for Single-Family
Housing
Office of Lender Activities and Land Sales
Registration
Office of Insured Single-Family Housing
Office of Manufactured Housing and Regulatory
Functions

- 6-2. GENERAL DEPUTY ASSISTANT SECRETARY FOR HOUSING. The General Deputy Assistant Secretary assists the Assistant Secretary in the performance of all duties and responsibilities. The General Deputy concurrently exercises all of the power and authority of the Assistant Secretary and serves as the Acting Assistant Secretary in the absence of the Assistant Secretary.
- 6-3. FIELD MONITORING STAFF. The Field Monitoring Staff reports to the General Deputy Assistant Secretary and is responsible for coordinating, analyzing, and evaluating Housing's Field operations and reviews. The staff also serves as the primary point of contact and coordination for Field matters involving more than one program area. The staff serves as liaison with the Deputy Under Secretary for Field Coordination.

1/87

6-4

1100.3 REV 5

Section 2.

Deputy Assistant Secretary for Policy, Financial Management
and Administration

- 6-4. OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR POLICY,
FINANCIAL MANAGEMENT, AND ADMINISTRATION. This
office advises the Assistant Secretary on and is
responsible for overall housing policy analysis and

evaluation; program analysis and development in connection with legislative and regulatory proposals; financial, actuarial, and economic analysis; budget development and execution of program and administrative budgets; fund assignment and control; personnel and administrative management; management of regulations, directives, reports, and forms; internal control and audit liaison; organization and general management analysis and management support; previous participation and compliance; and data and statistical analysis. The Deputy Assistant Secretary represents HUD on the Consumer Affairs Council and carries out Departmental level and Housing Consumer Affairs responsibilities under Executive Order 12160. The Deputy Assistant Secretary serves as Housing's Environmental Clearance Officer.

- 6-5. OFFICE OF POLICY DEVELOPMENT. This office provides advice on matters pertaining to the development and coordination of long-range policies, legislative proposals, program development and evaluation, and research and demonstration programs with respect to housing programs; reviews and analyzes new or proposed policies based on overall housing objectives and impact on current housing policy; coordinates the development of programs to implement new initiatives and policies authorized by Congress for which Housing's organizational responsibility has not been assigned; develops and coordinates legislative proposals to develop or amend housing programs; provides advice on the impact of legislation on existing housing policies; recommends research programs and evaluation studies of housing programs and monitors and evaluates the results of such research.

- 6-6. OFFICE OF FINANCIAL MANAGEMENT. This office provides advice on financial matters, and provides analytical and advisory services regarding housing program and administrative budgets, funding control, and financial and actuarial conditions of housing programs and the FHA Insurance Funds.
- 6-7. OFFICE OF MANAGEMENT. This office develops plans for the utilization and control of Headquarters staff resources; provides organizational planning services; conducts management studies and surveys; maintains issuances, regulations, and publication management

and control systems; administers program participation and compliance activities; coordinates management information system needs and provides and coordinates statistical services and prepares statistical reports; and manages and coordinates Housing's audit, debt collection, freedom of information, and internal control programs.

Section 3.

Deputy Assistant Secretary for Multifamily Housing

- 6-8. OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR MULTIFAMILY HOUSING. This office develops, directs, and administers multifamily programs including coinsurance and direct insurance programs; tenant-based subsidy programs including rent supplement and Section 236 Rental Assistance Payments; project-based subsidy programs including interest reduction under Section 236 of the National Housing Act; Flexible Subsidy under the Housing and Community Development Amendments of 1978; Section 8 New Construction, Substantial and Moderate Rehabilitation, and Existing Housing Programs under the United States Housing Act of 1937; State Agency Multifamily Programs; Section 106(b) of the Housing and Urban Development Act of 1968; housing for the elderly and handicapped under Section 202 of the Housing Act of 1959; Housing Development grants under Section 17 of the United States Housing Act; and the Housing Voucher program under the Housing and Urban-Rural Recovery Act of 1983. The Deputy Assistant Secretary provides congregate housing services to the Assistant

1/87

6-6

1100.3 REV 5

Secretary for Public and Indian Housing and all reconditioning and contracting services for HUD-owned properties.

- 6-9. OFFICE OF INSURED MULTIFAMILY HOUSING DEVELOPMENT. This office provides advice on the development of insured and coinsured multifamily housing programs and develops and implements policies, procedures, and guidelines covering preapplication through final endorsement for insured and coinsured multifamily housing programs. For coinsurance, the office develops policies and procedures for all aspects of the programs, and reviews and determines acceptability of lender applications for

participation, monitors program operations and conducts post-approval monitoring reviews of approved lenders.

6-10. OFFICE OF MULTIFAMILY HOUSING MANAGEMENT. This office provides advice on the management, mortgage servicing, acquisition, and disposition of multifamily housing projects and mortgages developed under the Department's multifamily mortgage insurance, coinsurance, and direct loan programs; on tenant and project based subsidy programs operated in multifamily housing projects, including Rent Supplement, Section 8 New Construction and Substantial Rehabilitation, Loan Management set-aside, and Flexible Subsidy; on reconditioning and contracting of both multifamily and single-family HUD-owned and mortgage-in-possession properties, servicing of the mortgage portfolio acquired under the Community Disposal Program, and on multifamily projects administered by State Housing Agencies.

6-11. OFFICE OF ELDERLY AND ASSISTED HOUSING. This office provides advice on the development and management of the Housing Voucher Program, Section 8 Existing, Housing Certificate, and Moderate Rehabilitation programs; on development of housing for the elderly or handicapped under Section 202; development grants for new construction or substantial rehabilitation under Section 17; and coordination of grant functions for the Congregate Housing Services Program.

Section 4.

Deputy Assistant Secretary for Single-family Housing

6-12. OFFICE OF THE DEPUTY ASSISTANT SECRETARY FOR SINGLE-FAMILY HOUSING. This office develops, directs, and administers single-family mortgage insurance programs, including the Title X land development program and the Direct Endorsement Program; Title I insured loan programs; Regulatory functions of the Interstate Land Sales Full Disclosure Act, the Real Estate Settlement Procedures Act, and the National Manufactured Housing Construction and Safety Standards program. The Deputy Assistant Secretary is also responsible for the servicing of single-family mortgages and the servicing of Title X assigned mortgages; the disposition of single-family acquired

properties and acquired Title X properties, Housing Counseling Services; consultative engineering services supporting multifamily and Public and Indian housing programs; the setting of multifamily and single-family construction standards; and the Department's efforts regarding housing costs and affordability, and local codes.

- 6-13. OFFICE OF LENDER ACTIVITIES AND LAND SALES REGISTRATION. This office provides advice on all matters pertaining to the approval, recertification, suspension, and withdrawal of approval of HUD-approved mortgagees and Title I Lenders; monitors the activities of program participants; and recommends to the Mortgagee Review Board administrative sanctions against mortgagees and Title I Lenders, coordinating all matters concerning the Board, and maintaining the Institutional Master File Data Base.
- 6-14. OFFICE OF INSURED SINGLE-FAMILY HOUSING. This office provides advice on all matters pertaining to HUD's single-family housing programs, Title X Land Development mortgages, and the Real Estate Settlement Procedures Act; monitors the servicing practices of HUD-approved single-family mortgagees; provides mortgagees with guidance and assistance on HUD requirements; implements new legislation; monitors the performance of and provides guidance and technical assistance to Field Offices; develops

policy, procedures, and guidelines for the preservation and sale of single-family homes in the custody of the Secretary; and interprets engineering and land planning standards and criteria for all single-family programs under the National Housing Act.

- 6-15. OFFICE OF MANUFACTURED HOUSING AND REGULATORY FUNCTIONS. This office provides advice on and administers the National Manufactured Housing Construction and Safety Standards Program, the Title I Property Improvement and Manufactured Home Loan Insurance Program, and the Department's efforts regarding housing costs and affordability; and supports other Housing components with architectural and engineering expertise as well as technical standards needed to effectively carry out the various housing programs.

