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CHAPTER 7. ASSISTANT SECRETARY FOR PUBLIC AND INDIAN  
HOUSING

- 7-1. ASSISTANT SECRETARY FOR PUBLIC AND INDIAN HOUSING.  
The Assistant Secretary for Public and Indian Housing advises the Secretary regarding the development, modernization, funding, management, and administration of Public Housing and Indian Housing programs. The Assistant Secretary is responsible for:
- a. Developing and promulgating regulations, policies, standards, and procedures for the Public and Indian Housing (PIH) programs and ensuring their execution at Headquarters and in the Field through the Regional Administrators.
  - b. Developing recommendations for legislative changes and advising the Secretary regarding Departmental positions on legislative proposals.
  - c. Providing program guidance and direction to Regional Administrators and the Regional Directors, Offices of Public and Indian Housing, with respect to the setting of priorities for delegated program operations.
  - d. Monitoring, reviewing, and evaluating program operations in the Field; providing technical advice and assistance to Regional and Field Offices; establishing minimum standards for review and evaluations by the Regions with respect to program operations; and reviewing administrative practices of local agencies to ensure that programs are managed efficiently and that services and assistance are provided as intended.
  - e. Monitoring and evaluating program execution and adherence to policies and procedures; monitoring and evaluating program results and program performance. 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

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responsibility for supervision, coordination, and review of all program evaluation activities.

- f. Providing project funding assistance to local agencies and administrative, management, statistical, and budget support required for the PIH programs.
- g. 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 findings; and to exclude from further participation those determined not to be responsible by debarment, suspension, or other administrative action.
- h. Collecting claims and debts due to HUD arising from the operations of the assigned functions and reporting those uncollected to the Departmental Claims Officer.
- i. Exercising functional supervision of Public and Indian Housing staff in Regional and Field offices and the following offices in Headquarters:

General Deputy Assistant Secretary  
Office of Finance and Management  
Office of Public Housing  
Office of Indian Housing

7-2. GENERAL DEPUTY ASSISTANT SECRETARY FOR PUBLIC AND INDIAN HOUSING. The General Deputy Assistant Secretary assists the Assistant Secretary in the performance of all duties and responsibilities and concurrently exercises all of the power and authority of the Assistant Secretary when on duty. The General Deputy serves as Acting Assistant Secretary in the absence of the Assistant Secretary.

7-3. OFFICE OF FINANCE AND MANAGEMENT. This office provides advice and assistance on PIH programs and administrative budgets; assigns funds to Regional Offices for Public and Indian Housing development, accounting and data systems, and PIH administrative

responsibilities; develops, reviews, and modifies policies and standards and provides guidance and direction to Field Offices on Public Housing Agency, Indian Housing Authority project funding, cash management, and data collection; coordinates the review and monitoring of PHA/IHA and Field Office information systems relating to PIH programs; and serves as the principal point of contact with the Office of Inspector General and the Assistant Secretary for Administration.

7-4. OFFICE OF PUBLIC HOUSING. This office provides advice and assistance on the Public Housing programs as follows:

a. Development Activities.

Developing and evaluating policies, procedures, and criteria for the construction, rehabilitation, acquisition, and leasing under Section 10(c) and (23) of Public Housing under the United States Housing Act of 1937; providing technical advice and assistance for all aspects of Public Housing development; monitoring Field Office processing of Public Housing projects, interpreting and providing guidance on Public Housing development procedures, and preparing data and other material for Departmental budgets, the assignment of funds to the Regional offices, and the establishment of program goals and objectives.

b. Management Activities.

Developing, implementing, and evaluating policies, procedures, and guidelines for the general management activities of Public Housing; conducting, monitoring and/or assisting in the training of Field Office and PHA staffs; producing special studies of new materials and techniques for Public Housing management improvements; receiving and acting on notification of PHA breach of Annual Contributions Contracts (ACC); developing policies, guidelines and procedures and providing technical assistance for the establishment and maintenance of tenant organizations and cooperative relationships between PHAs and tenant

organizations; and for developing, implementing, and monitoring procedures relating to the Public Housing Managers Certification Program. The office is responsible for developing and administering the Consolidated Supply Program (CSP) contracts for use by PHAs and IHAs in the development, operation, and maintenance of low-income housing; providing technical assistance to PHAs/IHAs and suppliers under contract; obtaining sales reports from suppliers and maintaining sales data; (The Office of Procurement and Contracts of the Assistant Secretary for Administration is responsible for awarding all contracts and agreements in support of the CSP.) The office is responsible for developing policies, standards, procedures, and guidelines for modernization programs; developing and participating in analyses and evaluations of modernization programs; and providing technical assistance (including training) to Regional and Field Offices, PHAs/IHAs, and Headquarters staff. The office is responsible for developing standards, procedures, and guidelines for the maintenance, repair, improvement, and modernization of grounds and buildings; developing and monitoring a comprehensive energy conservation program for the PIH programs; developing procedures and techniques for evaluating and monitoring troubled PHAs; reviewing proposed work-out plans, providing technical assistance to Regional and Field Offices, supporting efforts to secure non-Federal assistance and local commitments needed to implement work-out plans; maintaining Headquarters oversight of the performance of troubled PHAs and Regional and Field Office monitoring of troubled PHAs, and disseminating effective strategies, management tools, and techniques to other PHAs experiencing similar problems; monitoring the procedures established to implement the Lead-Based Paint Poisoning Prevention Act and its regulations; serving as the clearinghouse for the collection and dissemination of information relating to lead-based poisoning prevention, and coordinating PIH lead-based paint abatement activities with other

programs that are subject to the Lead-Based Paint Poisoning Prevention Act.

- c. Project Financial Management and Occupancy. Developing policies, standards, and procedures pertaining to the financial procedures of PHAs, including budgeting, financial reporting and internal controls, eligibility of applicants, tenant selection and assignment, leases, rents, and continued occupancy; and for Field Office audit and review of local rental and occupancy operations; monitoring and evaluating PHA/IHA fiscal and occupancy operations for the low-income Public Housing program and Regional and Field Office activities affecting those operations; providing technical advice and assistance on property casualty insurance requirements as stated in the Annual Contributions Contract (ACC); recommending corrective measures and/or arranging for technical assistance needed to resolve deficiencies in fiscal management and occupancy operations; and advising and assisting in the development of legislative proposals and in responding to litigation related to fiscal management and occupancy operations.

- 7-5. OFFICE OF INDIAN HOUSING. This office provides advice and assistance on Indian Housing programs and ensures effective administration of these programs; provides guidance and direction to Regional Offices on all matters related to the coordinated delivery of the Indian Housing programs; monitors Regional Office plans and strategies for conformance with program policies and priorities; develops and monitors the ongoing effectiveness of policies, procedures, guidelines, and directives for all aspects of the development and management of Indian and Alaska Native Housing; coordinates the Indian Housing program with the Public Housing program and other Departmental housing programs; coordinates the design and implementation of Indian Housing occupancy, financial management, maintenance, and modernization activities, and advises and assists in the development and justification of budget estimates for

and data to the Office of Finance and Management for the assignment of Indian Housing development funds; develops standards and procedures and program criteria for Field Office audit and review of Indian Housing Authority (IHA) operations to ensure compliance with statutes, regulations, and other policies; develops standards, procedures, and guidelines for architectural, construction, and equipment contracts as well as maintenance and property standards; develops and monitors program initiatives to provide Indian Housing in a more cost-effective manner; develops and maintains land use and other environmental standards; monitors program initiatives for financially-troubled IHAs, including the development, implementation, and evaluation of special projects to improve Indian Housing management; develops policies, standards, and procedures pertaining to the financial systems and procedures of IHAs, including budgeting, financial reporting and internal controls, eligibility of applicants, tenant selection and assignment, leases, rents, and continued occupancy; advises and assists in the development of legislative proposals and responds to litigation related to Indian Housing, and ensures that the Indian Housing program furthers fair housing and Indian preference in contracting.