

Departmental Clearance & Approval Record

U.S. Department of Housing and Urban Development
Office of Administration

Note to Clearing Offices: If your response has not been received by the Deadline Date, the Originating Office may proceed without it.

1. Job Control Number(s) OCPO-2008-002	2. Classification Number 2210.3 Rev. 9	3. Type of Action <input type="checkbox"/> Clearance <input type="checkbox"/> Final Clearance <input type="checkbox"/> Reclearance <input type="checkbox"/> Approval	4. Deadline Date August 1, 2008
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5. Complete Title
Change 3 to Handbook No. 2210.3 Rev.9 Procurement Policies and Procedures

6. Principal Audience or User <input type="checkbox"/> HUD Staff <input type="checkbox"/> Program Participants	6a. Proposed Distribution (spell-out, do not use codes)
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7. Person most familiar with the Document Linda Stivaletti-Petty, Procurement Ana	7a. Organization Code / Office NSP	7b. Telephone Number (202) 402-7110	7c. Room Number 5276
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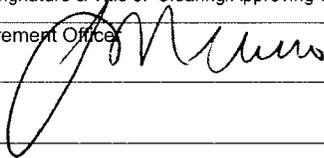
8. Type of Document

New Handbook Handbook Revision New Form Federal Register Notice Regulation Other (specify)
 Handbook Change Notice Form Revision Publication Special Directive

9. Mark the boxes for the organization(s) reviewing this document. (specify under "other" the HQ/Field staff components within the reviewing offices, e.g., admin officers)

ADM GNMA PIH Chief Proc. Ofcr. S/Departmental EEO CIR Public Affairs Enf. Ctr.
 CPD H OGC CFO S/Labor Relations S/SDBU Chief Information Officer
 ADSFM IG PD&R FHEO S/Lead Hazard Control REAC PECO Other

10. Front-End Risk Analysis <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Not Needed	11. Information Collection Requirements (Paperwork Reduction Act) <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Not Needed	12. Impact on Small Entities (Regulatory Flexibility Act) <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input checked="" type="checkbox"/> Not Needed	13. Finding of No Significant Impact (FONSI) / Environmental Impact Statement (EIS) (National Environmental Policy Act) <input type="checkbox"/> EIS Required <input type="checkbox"/> FONSI Required <input checked="" type="checkbox"/> FONSI Not Needed
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14. Organization	Signature & Title of Clearing/Approving Official	Date	Concur (no comments)	Concur (comments attached)	Non-Concur (comments attached)
Joseph A. Neurauter	Chief Procurement Officer 	7-2-08			

15. List HQ/Field components involved in developing the document (drafts, discussions, etc.)

16. Comments:
 Revised HUD's policy in Handbook No. 2210.3 Rev. 9 Procurement Polices and Procedures, on environmentally preferable purchasing, recycling, and waste/pollution prevention programs. Deleted Chapter 3-5, "PROCUREMENT OF RECOVERED MATERIALS," and substituted with "ENVIRONMENTALLY PREFERABLE PURCHASING, RECYCLING, AND WASTE/POLLUTION PREVENTION PROGRAMS" and added Appendix 3-5A and Appendix 3-5B. Entire policy is contained in Appendices 3-5A and 3-5B (both attached). Appendix 3-5B has already been reviewed and approved and doesn't need further review.

17. Return this record to Jackie Harris, OCPO-NS, Policy and Systems	17a. Telephone Number (202) 402-3307	17b. Room Number 5276
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Instructions

1. Assigned by the originating office's Directives Management Officer (DMO); use the last two digits of the calendar year plus a sequential number plus the office acronym (e.g., 96-01 ADM).
2. For a directive, the proposed three- or four-digit subject classification number which may include a sequential number, revision number, and change number.
3. Self-explanatory.
4. Requests for extensions must be made before the deadline date.
5. The complete title as it will appear on the document.
6. Self-explanatory.
 - 6a. Give description of the proposed distribution, e.g., to HUD Administrative Officers, to Public Housing Agencies, etc. Do not use codes.
7. The person primarily responsible for the document who can discuss proposed modifications.
8. Self-explanatory.
9. Self-explanatory.
10. See Handbook 1840.1, Departmental Management Control Program (formerly Fraud Vulnerability Assessment).
11. See Handbook 2400.3, Reports Analysis and Clearance Process.
12. See Public Law 96-354, Regulatory Flexibility Act.
13. See 24 CFR 50 on compliance with the National Environmental Policy Act.
14. Use for Primary Organization Head (POH) approval to put the document into clearance and, later, to publish the document. Also used for the POH sign-off of reviewing offices.
15. Self-explanatory.
16. Explanations, special instructions, etc.
17. Self-explanatory.

Special Attention of:

Transmittal for Handbook No.: 2210.3 REV9 CNG3

Issued:

1. This Transmits:

Change 3 to Handbook 2210.3 REV 9, Procurement Policies and Procedures

2. Summary: This handbook sets forth policies and procedures governing all HUD Procurement.

3. Filing Instructions:

Remove

Chapter 3-5, "PROCUREMENT OF RECOVERED MATERIALS"

Insert

Revised Chapter 3-5, "ENVIRONMENTALLY PREFERABLE PURCHASING, RECYCLING, AND WASTE/POLLUTION PREVENTION PROGRAMS"

APPENDIX 3-5A AND APPENDIX 3-5B

SUMMARY OF SIGNIFICANT CHANGES - HANDBOOK 2210.3 REV-9, CHG3

Chapter 3-5, deleted entire chapter entitled "Procurement of Recovered Materials" and substituted with "Environmentally Preferable Purchasing, Recycling, and Waste/ Pollution Prevention Programs" and added Appendix 3-5A and Appendix 3-5B
- Revise HUD's policy on environmentally preferable purchasing, recycling, and waste/pollution prevention programs.

- Entire policy is contained in Appendices 3-5A and 3-5B (both attached). Appendix 3-5B has already been reviewed and approved by respective parties and does not require further review.

Distribution: W-3-1