

H O U S I N G

Special Attention of:

TRANSMITTAL Handbook No. 4315.1 REV-1
CHG-2

Regional Administrators
Regional Housing Directors
Regional and Field Counsel
Field Office Managers
Directors of Housing Management
Chief Property Officers
Chiefs of Loan Management
Multifamily Realty Specialists
Multifamily Property Disposition Contracting Specialists
Regional Contracting Officers

Issued: 3/29/94

1. This Transmits

Change 2 to Handbook 4315.1 REV-1, Multifamily Property Disposition - Management dated July 13, 1992.

2. Significant Changes:

Chapter 10 - adds guidance concerning accessibility for disabled individuals, 24 CFR Part 9.

10-5 Expands Comprehensive Repair Surveys to include accessibility requirements.

- 10-11
- a. Renumbers paragraph 10-12, "Planning and Assistance for Disabled Residents."
 - b. Adds guidance for the RHD, or his/her designee, to ensure sufficient accessibility expertise is employed in development of the Comprehensive Repair Survey.
 - c. Adds guidance for the GTR/GTM of the Project Manager contract to ensure inclusion of accessibility requirements in the Comprehensive Repair Survey.

10-12 Issues guidance on implementation of accessibility requirements for disabled individuals for HUD-owned and MIP projects.

3. Implementation:

This Change is effective upon publication of 24 CFR Part 9.

4. Filing Instructions:

Remove

Table of Contents, pages iii
and iv, dated 11/93

Chapter 1, pages 1 and 2,
dated 11/93

Chapter 10, pages 3 thru 9,
dated 11/93

Index, page I-1 thru I-2,
dated 11/93

Insert

Table of Contents, pages iii
and iv, dated 3/94

Chapter 1, pages 1 and 2,
dated 3/94

Chapter 10, pages 3 thru 19,
dated 3/94

Index, page I-1 thru I-2,
dated 3/94

Assistant Secretary for Housing
- Federal Housing Commissioner

2

H O U S I N G

Special Attention of:

TRANSMITTAL Handbook No. 4315.1 REV-1
CHG-1

Regional Administrators
Regional Housing Directors
Regional and Field Counsel
Field Office Managers
Directors of Housing Management
Chief Property Officers
Chiefs of Loan Management
Multifamily Realty Specialists
Multifamily Property Disposition Contracting Specialists
Regional Contracting Officers

Issued: 12/14/93

1. This Transmits

Change 1 to Handbook 4315.1 REV-1, Multifamily Property
Disposition - Management dated July 13, 1992.

2. Significant Changes:

- a. Chapter 1 - expanded definitions, revised page and appendix numbering.
- b. Chapter 5 - includes new paragraphs such as:
 - 5-8 - Project Employee Travel and Training
 - 5-14 - Tenant Rent Owed Before HUD Takes Possession of a Project
 - 5-17 - Utility Allowance
 - 5-21 - Project-Based Housing Assistance (HAP) Contracts Billing Procedures for HUD-Owned Projects.

- c. Chapter 6 - includes:
Paragraph 6-6 on Section 8 has been divided and placed in Chapters 5 and 7.
Paragraph 6-21 includes Personal Property Tax.
A new paragraph 6-29 - Lease/Purchase of Motor Vehicles.
 - d. Chapter 7 includes:
An expanded paragraph 7-3 on Payment of Expenses Incurred Prior to HUD's Possession.
A new paragraph 7-8 - Project-Based Housing Assistance Payment (HAP) Contract Billing and Renewal Procedures for MIP Projects.
-

- e. Chapter 8 includes:
An expanded paragraph 8-2 on Section 236 Project Excess Income Report procedures.
An expanded paragraph 8-4 on Section 312 Project pre-acquisition expense responsibilities of CPD.
- f. Chapter 10 includes:
A new paragraph 10-3 - Repair Scope.
An expanded paragraph 10-5 on increasing the scope of contractors who can be employed to develop repair surveys and plans.
A revised paragraph 10-9 on quarterly review of repair plans and a semi-annual update.
- g. Paragraph 11-2 on Lead Based Paint has been revised to delineate HUD's responsibility for inspection, testing and abatement.
- h. Paragraph 12.4.D expands smoke detector requirements to comply with 57 FR 33846.
- i. All Appendices have been renumbered and include:
Appendix 5-2 incorporates a revised Section 16.B on violent/drug- related criminal activity.
A new Appendix 6-1 Sample Work-Out Agreement has been added.
Appendix 7-1 revises the Notification to the RAD Requesting Abatement and Section 8 Funds Transfer on MIP Projects.
A new Appendix 8-1 MFPD Model Residential Lease for Section 202 Projects
A new Appendix 10-1 Analysis to Determine the Scope of Repairs has been added.

3. Implementation:

This Change is effective immediately.

4. Filing Instructions:

Remove

Insert

Table of Contents, all pages,
dated 7/92
Chapter 1, all pages, dated 7-92

Page 2-1, dated 7/92
Pages 3-3 thru 3-11, dated 7/92
Page 4-2, dated 7/92

Table of Contents, all
pages, dated 11/93
Chapter 1, all pages,
dated 11/93
Page 2-1, dated 11/93
Page 3-3 thru 3-11, dated 11/93
Page 4-2, dated 11/93

2

Pages 4-5 and 4-7, dated 7/92
Chapter 5, all pages, dated 7/92
Chapter 6, all pages, dated 7/92
Chapter 7, all pages, dated 7/92
Chapter 8, all pages, dated 7/92

Page 9-5, dated 7/92
Chapter 10, all pages, dated 7/92

Page 11-1, dated 7/92
Page 11-5 thru 11-10, dated 7/92
Page 12-3, dated 7/92
Chapter 13, all pages, dated 7/92

All Appendices, all pages,
dated 7/92
Index, all pages, dated 7/92

Pages 4-5 and 4-7,
dated 11/93
Chapter 5, all pages,
dated 11/93
Chapter 6, all pages,
dated 11/93
Chapter 7, all pages,
dated 11/93
Chapter 8, all pages,
dated 11/93
Page 9-5, dated 11/93
Chapter 10, all pages,
dated 11/93
Page 11-1, dated 11/93
Page 11-5 thru 11-11, dated 11/93
Page 12-3, dated 11/93
Chapter 13, all pages,
dated 11/93
All Appendices, all
pages, dated 11/93
Index, all pages, dated 11/93

Assistant Secretary for Housing
- Federal Housing Commissioner

3

W-3-1, W-2(H), W-3(A),(OGC),(ZAS), W-4(H), R-1,

R-2, R-3, R-3-1(H)(RC), R-3-2, R-3-3, R-6, R-6-1,

R-6-2, R-7, R-7-1, R-8
W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)
W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries
W-4 Branch Chiefs, multiple copies for staff
R-1 Regional Administrators, Deputy Regional Administrators
R-2 Office Directors, Principal Assistants in Regional
Administrators' offices
R-3 Bulk shipment to Regional Offices
R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-1 Category A offices - bulk

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-1 Category B offices - bulk

R-8 Category C offices - Office Managers and Deputy Office
Managers