
Paragraph		Page
-----------	--	------

TABLE OF CONTENTS

CHAPTER 1. HUD USER FEES AND CHARGES SYSTEM

I-1	Purpose	1-1
I-2	Background	
	A. Legislative Authority	1-1
	B. Office of Management and Budget Guidance	1-2
I-3	HUD Policy and Scope	1-3

CHAPTER 2. ROLES AND RESPONSIBILITIES

II-1	General	
	A. Chief Financial Officer	2-1
	B. Assistant Secretary for Administration	2-1
	C. Headquarters Primary Organization Heads (HPOHs)	2-1
	D. Program Comptroller	2-2

CHAPTER 3. ANNUAL REVIEW REQUIREMENTS

III-1	General	3-1
III-2	Review Procedures	
	A. Issue Instructions for Annual Review	3-1
	B. Identify Services Subject to User Fees	3-1

Paragraph		Page
	C. Determination of Costs and Revenues	3-2
	D. Determination of Fees to Recover Costs	3-2

E.	Submission of Fee Proposals	3-3
F.	Departmental Review/Approval Process	3-3
III-3	Additional Guidance	
A.	Disposition of Receipts	3-4
B.	Review Documentation and Budget Submission	3-4
C.	Changes in Existing Law	3-4
D.	Calculation of General and Administrative Expense Rate	3-4
E.	Preparation of Cost Proposals for New User Fees	3-4
F.	Determination of "No User Fee"	3-4

Appendices

1. Circular A-25, User Charges
2. HUD/GNMA Fee Schedule
3. Example of Overhead Methodology